AANEM 62nd Annual Meeting
Hawaii Convention Center
Honolulu, HI
October 29-31, 2015

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming ***AANEM 62nd Annual Meeting.*** We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service manual are forms for ordering various services and equipment. The Brede forms are to be returned to our office, the others to the specific contractors who are providing the services. Please review, complete, and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede's AANEM 62nd Annual Meeting Customer Service Representative at cswashington@brede.com.

A Brede Service Desk will be maintained in the exhibit area during exhibitor move-in to answer any questions that arise and to assist with any last minute requirements.

We look forward to working with you and your company toward a successful show.

Thank you.

Brede

AANEM 62nd Annual Meeting

Hawaii Convention Center
Honolulu, HI
October 29-31, 2015

Brede EXPOSITION SERVICES

Brede Customer Service

- *301.937.8600 Fax 301.937.6513 e-mail: cswashington@brede.com*
- *Office Hours: 8:00 AM - 4:30 PM (eastern time)*
- *No telephone orders accepted; please complete and submit your order and credit card information to Brede.*

Show Management

- Brenda Riggott, Foundation and Corporate Relations Director
- 2621 Superior Drive, N.W.
- Rochester, MN 55901
- briggott@aanem.org
- 507.288.0100

Booths

Each booth includes:

- 8' high back drape
- 3' high side drape
- (1) one-line booth ID sign with booth number

Drape Colors: Blue Aisle Carpet Color: Grey

The exhibit hall is not carpeted. Carpet or flooring is mandatory for all exhibitors. Exhibitors may bring their own floor covering or rent carpet through Brede Exposition Services using the *Carpet Requirement* form. If no carpet is ordered or provided, per show management, carpet will be installed at the exhibitor's expense.

Material Handling

Advance to Warehouse

Late to warehouse charges apply after: **October 19, 2015**

TO: Exhibiting Company Name and Booth #
FOR: AANEM 62nd Annual Meeting
c/o Brede Exposition Services
1004 Makepono St
Honolulu, HI 96819

Direct to Show Site

Do not deliver prior to: **October 27, 2015**

TO: Exhibiting Company Name and Booth #
FOR: AANEM 62nd Annual Meeting
c/o Brede Exposition Services
Hawaii Convention Center
1801 Kalakaua Ave
Honolulu, HI 96815

Exhibitor Schedule

Exhibitor Move-in:	Tuesday	October 27, 2015	by appointment only				
	Wednesday	October 28, 2015	8:00	AM	—	5:00	PM
Show Hours:	Thursday	October 29, 2015	10:00	AM	—	6:30	PM
			5:30	PM	—	6:30	PM Reception
	Friday	October 30, 2015	10:00	AM	—	4:30	PM
Exhibitor Move-out:	Friday	October 30, 2015	4:30	PM	—	9:00	PM
	Saturday	October 31, 2015	8:00	AM	—	10:00	AM

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: **8:00 AM on October 31, 2015.**

Utilities & Services

- For booth utilities and additional booth services, please contact the individual suppliers using the enclosed order forms.

Find more on Brede.com

phone *301.937.8600*
fax *301.937.6513*
e-mail *cswashington@brede.com*

Show Details

Brede EXPOSITION SERVICES

AANEM 62nd Annual Meeting

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Information Form

Please make your show site representative aware of the following policies.

Important Deadlines

- Take advantage of advance order discount pricing! Orders must be received with payment in full no later than the following dates. Orders received with payment in full after discount deadline dates will be invoiced at "standard floor" pricing.

Carpet and furnishings rentals	**October 12, 2015**
Brede standard exhibits rentals	**October 12, 2015**
Labor orders	**October 12, 2015**

- Freight received at the warehouse after the deadline will incur an additional charge.

Advance shipments to warehouse to arrive by:	**October 19, 2015**
Shipments to show site to arrive no sooner than:	**October 27, 2015**

Payment Policies

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash; checks and money orders drawn on U.S. banks in U.S. funds; and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment; therefore, a check or credit card is required.

Cancellations & Adjustments

- Cancellations are invoiced at 50% of original price, unless otherwise noted on order form.
- No adjustments will be made after close of the show.

Tax Exemption

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.

Third Party Payment Billing

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

Miscellaneous

- Rental items not ordered, yet found in booths, are invoiced at "Standard Floor" pricing.
- All prices are in U.S. dollars ($).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede Exposition Services.

Payment & Pricing Policies

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Brede EXPOSITION SERVICES

AANEM 62nd Annual Meeting

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Required Form

This form must accompany any completed order form(s) submitted to Brede.
Payment Method must be completed to process orders.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: October 12, 2015

Order Summary

Carpet	$	
Tables & Accessories	$	
Brede Rental Exhibits	$	
Material Handling	$	
Labor	$	
Forklift	$	
Booth Cleaning	$	
Graphics	$	
Total Due	$	

Payment Method

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.
- Purchase Orders are not considered payment.
- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.

☐ Third Party Payer

☐ Tax Exempt
include certificate

Brede Job #
510.308

Our Federal ID #
52-1248980

☐ Pay By Credit Card

- Please complete the *Credit Card Authorization* form and submit with your order.

☐ Pay By Check or Money Order Payable to Brede Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of $25.00.
- Please include **AANEM 62nd Annual Meeting** and booth number on all payments.

Check Number _____ Dated _____ Amount _____

Exhibiting Company

Company: _____ Contact: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.6513*

Order Summary / Payment Method

Brede EXPOSITION SERVICES

AANEM 62nd Annual Meeting
Hawaii Convention Center
Honolulu, HI
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Required Form

This form must accompany any completed order form(s) submitted to Brede.
A credit card must be on file prior to the delivery of any goods or services.
Orders received without full payment or credit card information will not be processed.

Terms

- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- Submitting credit card information and signature indicates agreement with the terms below.

Credit Card

I authorize Brede Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If credit card is declined, Standard Floor pricing prevails and a $25.00 service charge will be added.

☐ Third Party Payer

Cardholder's name (please print): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

VISA MC AMEX | | | | | | | | | | | | | | | | |

EXP | | | | |

Exhibiting Company _____

Booth Number _____

Credit Card Authorization

Find more on Brede.com

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Brede EXPOSITION SERVICES

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Order Form

Submit this form if you wish to rent carpet, visqueen, or padding from Brede.
Enter the Carpet Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: October 12, 2015

Carpet Requirement

The exhibit hall is not carpeted. **Carpet is required for this show.**

Find more on Brede.com

☐ We are providing our own carpet. *Please select shipment method:*

☐ Advance Warehouse ☐ Direct to Show Site

Standard Carpeting

Select from Standard Colors *(if no color is selected, show colors will prevail.)*

☐ **Black** ☐ **Blue** ☐ **Grey** ☐ **Red**

Qty	*Size*		*Advance*	*Standard*	*Subtotal*
_____	10' Carpet		$ 149.50	$ 194.50	$ _____
_____	20' Carpet		$ 299.00	$ 389.00	$ _____
_____	30' Carpet		$ 448.50	$ 583.50	$ _____
_____	40' Carpet		$ 598.00	$ 778.00	$ _____
_____	Full Coverage	_____ x _____ = _____ sq. ft *(100 sq. ft. minimum)*	$ 3.50 *per sq. ft.*	$ 4.50 *per sq. ft.*	$ _____

- Standard carpets ordered in multiples of 2 or more do not include seaming and exact color match is not guaranteed.

Options

_____	Carpet Padding	_____ x _____ = _____ sq. ft	$ 1.00 *per sq. ft.*	$ 1.25 *per sq. ft.*	$ _____
_____	Visqueen	_____ x _____ = _____ sq. ft	$ .50 *per sq. ft.*	$ .75 *per sq. ft.*	$ _____

Plush Custom Carpeting

Select from Custom Colors

☐ **Charcoal** ☐ **White** ☐ **Burgundy** ☐ **Navy** ☐ **Grey Pearl** ☐ **French Beige**
☐ **Red** ☐ **Emerald** ☐ **Black** ☐ **Colony Blue**

_____	Full Coverage	_____ x _____ = _____ sq. ft *(100 sq. ft. minimum)*	$ 5.00 *per sq. ft.*	$ 6.25 *per sq. ft.*	$ _____

- Includes poly covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders for custom carpet will be charged 100%.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____

4.712% HI Tax $ _____

Carpet Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.6513*

Carpet Requirement

Brede EXPOSITION SERVICES

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Order Form

Submit this form if you wish to rent tables, risers or furnishings from Brede.
Enter the Table & Accessories Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: October 12, 2015

Tables

Qty	Item	Advance	Standard	Subtotal
30" High Display Tables (includes white vinyl top, 3 side drape)				
____	4' x 2' draped table	$ 96.25	$ 125.25	$ ____
____	6' x 2' draped table	$ 113.25	$ 147.25	$ ____
____	8' x 2' draped table	$ 136.00	$ 176.75	$ ____
____	4th side drape	$ 44.25	$ 57.50	$ ____
____	4' x 2' undraped table	$ 49.00	$ 63.50	$ ____
____	6' x 2' undraped table	$ 60.25	$ 78.25	$ ____
____	8' x 2' undraped table	$ 71.50	$ 93.00	$ ____
42" High Display Tables (includes white vinyl top, 3 side drape)				
____	4' x 2' draped table	$ 123.50	$ 160.75	$ ____
____	6' x 2' draped table	$ 144.00	$ 187.25	$ ____
____	8' x 2' draped table	$ 164.25	$ 213.50	$ ____
____	4th side drape	$ 44.25	$ 57.50	$ ____
____	4' x 2' undraped table	$ 71.50	$ 93.00	$ ____
____	6' x 2' undraped table	$ 83.00	$ 107.75	$ ____
____	8' x 2' undraped table	$ 94.25	$ 122.50	$ ____
12" Tabletop Risers (includes white vinyl top)				
____	4' x 12" draped riser	$ 50.00	$ 65.00	$ ____
____	6' x 12" draped riser	$ 67.00	$ 87.00	$ ____

Accessories

Find more on Brede.com

Qty	Item	Advance	Standard	Subtotal
____	Padded Side Chair	$ 52.25	$ 68.00	$ ____
____	Padded Arm Chair	$ 64.75	$ 84.00	$ ____
____	Swivel Chair	$ 71.50	$ 93.00	$ ____
____	Counter Stool with Back	$ 71.50	$ 93.00	$ ____
____	Pedestal Table 30"h x 30"d	$ 84.00	$ 109.25	$ ____
____	Pedestal Table 42"h x 30"d	$ 84.00	$ 109.25	$ ____
____	Waste basket	$ 22.75	$ 29.50	$ ____
____	Floor Easel	$ 44.25	$ 57.50	$ ____
____	Sign Stand 22" x 28"	$ 52.25	$ 68.00	$ ____
____	Bag Rack	$ 55.50	$ 72.25	$ ____
____	Literature Rack	$ 79.25	$ 103.00	$ ____
____	Tackboard 8'x4' (horizontal only)	$ 131.50	$ 171.00	$ ____
____	3' high drapery (per ft)	$ 17.00	$ 22.00	$ ____
____	8' high drapery (per ft)	$ 20.50	$ 26.75	$ ____

Select Drape Color *(if no color is selected, show colors will prevail.)*

☐ Black ☐ Blue ☐ Teal ☐ Gold ☐ Burgundy
☐ Red ☐ White ☐ Grey ☐ Forest Green

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ ____
4.712% HI Tax $ ____
Table Total $ ____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number ____

Exhibiting Company ____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.6513*

Tables & Accessories

Brede EXPOSITION SERVICES

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Order Form

Submit this form if you wish to rent a hardwall exhibit from Brede.
Please contact Brede if you would like to inquire about our Custom Rental Exhibits.
Enter the Rental Exhibits Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: October 12, 2015

Plan A: 10' In-Line Option Includes:

• Hardwall Panels • Carpet • (1) side chair • (1) counter • (2) shelves • Header • Labor to Install & Dismantle

Qty	Item	Advance	Standard	Subtotal
_____	White Hardwall Panels	$ 2,417.00	$ 3,142.00	$ _____
_____	Color Hardwall Panels	$ 2,667.00	$ 3,467.00	$ _____
_____	Velcro Compatible Panels	$ 3,282.00	$ 4,266.50	$ _____

Plan B: 20' In-Line Option Includes:

• Hardwall Panels • Carpet • (2) side chair • (1) counter • (4) shelves • Header • Labor to Install & Dismantle

Qty	Item	Advance	Standard	Subtotal
_____	White Hardwall Panels	$ 4,381.00	$ 5,695.00	$ _____
_____	Color Hardwall Panels	$ 4,781.00	$ 6,215.00	$ _____
_____	Velcro Compatible Panels	$ 5,765.00	$ 7,494.50	$ _____

Color

Select Panel Color *(Hardwall Color/Velcro Panels)* ☐ Black ☐ Blue ☐ Grey

Select Carpet Color: ☐ Black ☐ Blue ☐ Red ☐ Grey

Header Copy:

Header Copy ~ One line with block letters: _____

(Please print clearly. Logos, color, & special lettering available at an additional cost. Call for quote.)

Additional Options

Qty	Item	Advance	Standard	Subtotal
_____	Standard Counter 18"x39"x40"	$ 181.50	$ 236.00	$ _____
_____	Adjustable Shelves	$ 46.00	$ 60.00	$ _____
_____	Spot Lights (use w/ rental only)	$ 51.00	$ 66.50	$ _____

Additional booth furnishings can be found throughout manual. Look for upgraded carpet, carpet pad, graphics, chairs, etc.

Why Choose Custom?

Every exhibitor wishes to present a strong positive image of their company. What better way to do this than with a personalized exhibit?

Important Notes

- Electricity is not included with rental.
- Cancelled orders will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.
- There is a $50.00 surcharge for keys not returned to the service desk @ close of show.

Calculate

Subtotal $ _____

4.712% HI Tax $ _____

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.6513*

Brede Rental Exhibits

Information Form

Brede Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below. Please make your show site representative aware of the following policy.

Limitations of Brede Exposition Services' Liability and Responsibility

1. Brede Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Brede bills of lading covering outgoing shipments which are tendered to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Brede Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede Exposition Services is limited to $ .30 per pound per article, with a maximum of $50.00 per item, and a maximum of $1,000.00 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of Brede bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

    The exhibitor agrees, in the event of a dispute with Brede Exposition Services relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Brede Exposition Services for Drayage or any other services provided by Brede Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede Exposition Services hereunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.

Limits of Liability

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Brede EXPOSITION SERVICES

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Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Brede will receive and manage the freight at the warehouse and on show site as described in the following pages. Material handling fees are paid to Brede for these material handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

Advance Shipments to the Warehouse

Deadlines and Info

- Receiving begins **30 days prior to exhibitor move-in.**
- Shipments received at the warehouse after **October 19, 2015** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

Advantages

There are several advantages to shipping advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Warehouse material handling rates include the following:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site.
- Materials unloaded and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. These will be delivered to the booth without guarantee of piece count or condition.

Find more on Brede.com

phone *301.937.8600*
fax *301.937.6513*
e-mail *cswashington@brede.com*

Material Handling Information

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Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Direct Shipments to Show Site

Deadlines and Info

- Do not ship to the facility prior to **October 27, 2015.** Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

Direct to Show Site Rates

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Direct to show site material handling rates include the following:

- Materials unloaded at loading dock and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

Uncrated, Unskidded, or Wrapped

Use this rate for shipments that are not in crates, cases, or boxes and/or pad wrapped, specialized equipment, unskidded machinery or uncrated POV shipments. Uncrated shipments are received at show site only.

Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. Will be delivered to booth without guarantee of piece count or condition.

Overtime Charges

Inbound

Overtime charges apply on inbound shipments if:

- Your shipment is to be delivered to your booth before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Outbound

Overtime charges apply on outbound shipments if:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Find more on Brede.com

phone *301.937.8600*
fax *301.937.6513*
e-mail *cswashington@brede.com*

Material Handling Information

Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Material Handling Documentation

Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments. Billed weight is based on incoming weight, whether outbound services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #

FOR: AANEM 62nd Annual Meeting
c/o Brede Exposition Services
1004 Makepono St
Honolulu, HI 96819

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **All shipments to the Advance Warehouse must arrive by October 19, 2015 to avoid late charges.**

Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #

FOR: AANEM 62nd Annual Meeting
c/o Brede Exposition Services
Hawaii Convention Center
1801 Kalakaua Ave
Honolulu, HI 96815

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **Shipments will be received at the facility no sooner than October 27, 2015 during move-in hours.**

Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is a fire hazard.

Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: **do not leave outbound Bills of Lading in your booth**. Exhibitors who wish to ship outbound materials via any carrier other than the show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.

Find more on Brede.com

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Brede EXPOSITION SERVICES

AANEM 62nd Annual Meeting

Hawaii Convention Center
Honolulu, HI
October 29-31, 2015

Order Form

Submit this form if you will be shipping materials to the advance warehouse or show site.
Use the rates and calculator below to estimate your material handling charges.
Enter the Material Handling Estimate below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Material Handling Rate Schedule

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Description	***Material Handling Rate*** *Rates below include any applicable OT charges per 100 lbs* 200 lb minimum charge
Advance to Warehouse: Crated	$123.50
Direct to Show site: Crated	$119.50
Advance to Warehouse: Special Handling	$154.50
Direct to Show site: Special Handling	$149.50
Direct to Show site: Uncrated, Unskidded, or Wrapped	$179.00
Advance to Warehouse/Direct to Show site: Small Packages	$50.00 *each*
Additional Services	
Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after **October 19, 2015** or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.	$27.00 *per 100 lbs.*
Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.	$250.00
Special Services. Shipments returned to warehouse will be charged $15.00 per 100 lbs. with a $250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are $1.25 per 100 lbs. per day with a $35.00 minimum. On-site container storage for freight brought in by exhibitors is $30.00 per piece.	

Calculate Estimated Material Handling Charges

Select: ☐ Advanced ☐ Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight *CWT*		Rate *per CWT*		Estimated Cost *200 lb minimum*
					X		=	$
					X		=	$
					X		=	$

Transfer this total to the *Order Summary / Payment* form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.

Subtotal $ _____

4.712% HI Tax $ _____

MH Total $ _____

Show Site Contact Name _____ Show Site Phone _____

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.6513*

Material Handling Rates

Information Form

By completing and submitting the Material Handling order form, exhibitor acknowledges reading and accepting the terms and conditions included on the Material Handling Information forms, as well as the Limits of Liability form. Please review these money-saving tips to make the most efficient use of your material handling budget. Please make your show site representative aware of the following information.

Money-Saving Tips

In General

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays. Remove old shipping labels before you send materials, and attach new labels with complete information. Shipping labels are provided in this service manual for your convenience.
- When shipping direct to show site, confirm in advance that your carrier can guarantee delivery of your freight to the exhibit facility during move-in dates. When possible, schedule shipments to arrive during straight time rather than overtime periods.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3 and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates and phone numbers for tracking purposes.

Consolidate Your Shipment

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

  For example:

  - 1 piece weighing 36 lbs. charged @ 200 lb. minimum x $123.50 per CWT = $247.00
  - 1 piece weighing 62 lbs. charged @ 200 lb. minimum x $123.50 per CWT = $247.00
  - 1 piece weighing 54 lbs. charged @ 200 lb. minimum x $123.50 per CWT = $247.00

  TOTAL cost of three shipments arriving *separately*: $741.00

  OR

  - 3 pieces totaling 152 lbs @ 200 lb minimum x $123.50 per CWT = $247.00

  TOTAL cost of one *consolidated* shipment: $247.00 ***Savings of $494.00***

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.

Material Handling Tips

phone *301.937.8600*
fax *301.937.6513*
e-mail *cswashington@brede.com*

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

1004 Makepono St

Honolulu, HI 96819

AANEM 62nd Annual Meeting

Hawaii Convention Center
Honolulu, HI
October 29-31, 2015

Exhibitor

Booth

Late to warehouse charges apply after:

October 19, 2015

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

1004 Makepono St

Honolulu, HI 96819

AANEM 62nd Annual Meeting

Hawaii Convention Center
Honolulu, HI
October 29-31, 2015

Exhibitor

Booth

Late to warehouse charges apply after:

October 19, 2015

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

Important notes: Warehouse is not temperature controlled.
Hazardous materials will not be accepted at the warehouse.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

Hawaii Convention Center

1801 Kalakaua Ave

Honolulu, HI 96815

AANEM 62nd Annual Meeting

Hawaii Convention Center
Honolulu, HI
October 29-31, 2015

Exhibitor _____

Booth _____

Do not deliver prior to:

October 27, 2015

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

Hawaii Convention Center

1801 Kalakaua Ave

Honolulu, HI 96815

AANEM 62nd Annual Meeting

Hawaii Convention Center
Honolulu, HI
October 29-31, 2015

Exhibitor _____

Booth _____

Do not deliver prior to:

October 27, 2015

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

Important note: Hazardous materials will not be accepted at show site.

Brede EXPOSITION SERVICES

AANEM 62nd Annual Meeting

Hawaii Convention Center
Honolulu, HI
October 29-31, 2015

Order Form *Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.*

Requests must be submitted by: October 12, 2015

Notes

- Please complete one form per shipment.
- Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.
- **Do not leave Bills of Lading in your booth!**

Outbound Shipping Information

Consigned to (Ship to:) _____

Attention: _____

Destination (Street Address): _____

City: _____ State: _____ Zip: _____

Method

Ground

☐ YRC Freight ☐ Other Ground _____

Air

☐ YRC Freight ☐ Other Air _____ ☐ Next Day ☐ 2nd Day ☐ Deferred

Freight Charges Guaranteed By

Company/Exhibitor: _____

Attention: _____

Permanent Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Shipping Labels Request

Label Request

# of Shipping Labels Requested: ____

Exhibitors using FedEx or UPS must provide pre-printed labels with the account number.

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.6513*

Bill of Lading & Labels Request

YRC FREIGHT

Exhibit Logistics

Complete capabilities for trade show success

Building on the best

Over the years, YRC Freight™ has gained a reputation for exhibit excellence. Our industry knowledge and experience translates into a direct benefit for General Service Contractors and exhibitors. YRC Freight provides a broad portfolio of transportation services for inbound and outbound exhibit shipments, including expedited and specialized services.

YRC Freight provides Confidence Delivered.®

- Dedicated, experienced, and successful exhibit services team
- Flexible, reliable solutions designed to meet your specific needs
- Single-source provider for small package shipments, LTL, TL, Time-Critical and international shipments
- Comprehensive service throughout North America

Proven technology, powerful teamwork

Gain confidence with YRC Freight. Our experienced team puts technology to work for you, with complete tracking and tracing capabilities, online rate quotes and the ability to partner with your system using API's, Hyperlinks, Web Service and or EDI.

Confidence Delivered.®

Sharpen your competitive edge

Improve your margin by partnering with YRC Freight Exhibit Logistics. Our complete capabilities give you a powerful competitive edge. YRC Freight Exhibit Logistics provides a flexible, reliable source for all the capabilities you and exhibitors need for trade show success.

Enjoy a bundle of benefits

- **Improved Margins** – Give your bottom line a boost. YRC Freight helps you turn logistics into a new profit stream.
- **Dedicated Customer Support Specialist** – Why spend time managing the Service desk? Let an expert from YRC Freight manage your transportation from the service desk for you! We take care of everything from small package shipments and LTL to TL and international shipments.
- **Time-Critical** – Any need. Any speed. Guaranteed.® Time-Critical is the smart option for exhibit shipments with special requirements, including air capabilities, TL service, or weekend pickups and deliveries. Time-Critical offers a 100 percent customer satisfaction guarantee*.
- **Sealed Exhibit**™ – For patented protection and verifiable security throughout transit, only YRC Freight offers Sealed Exhibit. Gain peace of mind for high-value shipments and those that are difficult or expensive to package.

Deliver what exhibitors want

The time is right. Trust YRC Freight for complete exhibit logistics services. Our exhibit experts are ready to deliver confidence at every show, with every shipment. Contact a YRC Freight Exhibit Manager today.

* Subject to applicable Rules and Conditions Publications and Tariffs.

Proud sponsor of ESCA:

ESCA
Exhibition Services & Contractors Association

yrcfreight.com | 800.610.6500 | Live Chat

YRC FREIGHT

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Convention & Tradeshow Freight Specialists, Inc.

CTFS is a full-service air freight forwarding company. A woman-owned company with more than 30 years of experience, we offer:

- pre-show planning
- 24/7 phone support
- on-site representation
- local, regional & national forwarding
- local distribution & warehousing
- online booking & tracking
- pre-printed labels
- door-to-door service

Hear what customers say about us:

"VT Miltope participates in approximately 20-25 trade shows per year. CTFS has been our carrier of choice for over 15 years. Their reliability, resourcefulness and dependability are unsurpassed. We have never had a request they couldn't fulfill."

-Jett Porter, VT Miltope

"I just wanted to thank you again for all of the industry advice and help you provide. You really do "go the extra mile" for us and I appreciate the GREAT service I always get from CTFS..."

-Kim Wetsel, TSSI

For fast reliable pick-up and delivery on *your* schedule, call today: 866-493-7447

Shipping Solutions to and from all trade shows

- **same day:** for time-sensitive deliveries*
- **next day:** next business day
- **second day:** delivery by 5:00 pm the second business day
- **3-5 day deferred:** optimized savings for standard delivery

*Some restrictions apply.

CTFS, Inc.
1325 Wilkes Street
Alexandria, VA 22314
Phone: 703.518.4720
Fax: 703.518.4729
E-mail: sales@ctfshows.com
www.ctfshows.com

BEAR DOWN AND PRINT ALL LETTERS THIS IS A 4 PLY FORM.

Convention and Tradeshow Freight Specialists, Inc.
t/a World Express

Mailing Address
P.O. Box 4668
Alexandria, VA 22303
(703) 518-4720

FAX: (703) 518-4729
www.ctfshows.com

Airport Office
1325-B Wilkes Street
Alexandria, VA 22314
(703) 518-4720

BILLED AT **DCA**	**AIRBILL NUMBER**

PLEASE REFER TO ENTIRE NUMBER

DATE	ORIGIN CODE	DEST. CODE	VIA

SHIPPER			COMPANY SHIPPING TO		
PICK-UP ADDRESS			ADDRESS		
CITY	STATE	ZIP	CITY	STATE	ZIP
PERSON TO CONTACT	PHONE #		NAME OF SHOW	PHONE #	
NAME OF SHOW	COMPANY EXHIBITING	BOOTH #	DRAYAGE CONTRACTOR	COMPANY EXHIBITING	BOOTH #
PERSON AT SHOW	CELL PHONE #		PERSON TO CONTACT	PERSON AT SHOW	CELL PHONE #
CREDIT CARD NUMBER	EXP	CCV	**REQUESTED DELIVERY DATE**		
NAME ON CREDIT CARD	E-MAIL				
BILLING ADDRESS	PHONE				
CITY	STATE	ZIP			

DIMENSIONAL WEIGHT				DIMENSIONAL WEIGHT				DIMENSIONAL WEIGHT			
PCS	L	W	H	PCS	L	W	H	PCS	L	W	H

Priority ☐	**Standard 2 Day** ☐	**Deferred 3-5 Day** ☐	**Special Pickup** ☐ AM ☐ PM ☐	**Special Delivery** ☐ AM ☐ PM ☐

NO. OF PCS. TOTAL	DESCRIPTION OF PIECES - NATURE OF CONTENTS MARKS AND NO.'S
	____ CARTONS OR BOXES ____ VINYL CASES OR TRUNKS ____ WOODEN CRATES ____ FLAT PIECES OR TUBES ____ SKIDS OR PALLETS ____ OTHER:

☐ CO. CHECK OK
☐ CERTIFIED CHECK ONLY

F.C.C.O.D. $

WEIGHT	RATE SCALE	
		WT. RATE
	ACTUAL WEIGHT	**PICK UP**
	DIM. WT.	**DEL.**
☐ **INSURANCE**	$	**INS.**
	SPECIAL SERVICES	**SPEC'L**
		FUEL SURCHG.
		ADD'L CHARGES
		SUB TOTAL
		TOTAL

SPECIAL INSTRUCTIONS

Show Opens	Date	Time
Show Closes	Date	Time

CTFS Will be Returning Shipment at Close of the Show Yes ☐ No ☐

BUSINESS HOURS _____ **PICK-UP DATE** _____

In the event of loss, destruction, or delay, it is agreed that the value of the shipment shall not be more than 50¢/lb. or $50.00 per shipment, whichever is less, unless separately declared and insured as herein provided. CTFS, Inc. shall have no responsibility for the performance of any acts not clearly specified herein. The invoice for shipment by CTFS, Inc. is due and payable upon receipt. If not paid within 10 (ten) days of receipt, the account will be deemed overdue and, acknowledging the fact that damage to the CTFS, Inc. is difficult to ascertain, a late payment fee computed at the rate of 1½% of the shipper's outstanding balance or $20/month, whichever is greater, shall be charged for each month or part thereof that the account remains outstanding. If the account is not paid within 30 (thirty) days of its due date, then CTFS, Inc. shall assign said account for collection and, in addition to the amounts above set forth, the undersigned agrees to pay such additional charges as CTFS, Inc. may incur including collection agency fees, court costs, and attorney fees. Any claims for damage to a shipment, shortages, or late delivery does not constitute "cause" for non-payment. This contract shall be deemed to have been executed in Alexandria, Virginia. If any legal action is taken to enforce any provision of the agreement, it shall be commenced and maintained in Alexandria, Virginia. By execution hereof, the undersigned directly, or through his signing agents, agrees to the above terms as well as those stated on the reverse side hereof.

X

X X

REMIT PAYMENT TO:

Convention and Tradeshow Freight Specialists, Inc.

P.O. BOX 4668
ALEXANDRIA, VA 22303
(703) 518-4720

X

DATE

TIME ☐ A.M. ☐ P.M.

BILLED AT **DCA**	**AIRBILL NUMBER**

Information Form

We have provided these definitions to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Brede Exposition Services.

Material Handling

Brede Exposition Services has the responsibility of receiving and handling all the exhibit materials and empty containers. It is Brede's responsibility to manage the docks and schedule vehicles for the smooth and efficient move in/move-out of the trade show. Brede will not be responsible for any material it does not handle. Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense. The fire marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Brede to store empty containers.

Booth Labor

Labor is available to assist in the erection and dismantling of exhibit booths. Exhibit labor, freight labor, rigging labor, electricians and plumbers can be arranged by using the enclosed order forms.

Exhibit labor claims jurisdiction for the installation, dismantling and initial cleaning of pre-fabricated exhibits and displays, when this work is done by persons other than company personnel. Exhibit labor may be employed by completing the labor forms enclosed in this manual. Labor is not required to put your product on display, open cartons containing your products, nor are they required to perform testing, maintenance and/or repairs on your products. However, if you hire any labor to assist you, the hiring must be done through the official contractor of the current trade show.

Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed *Labor Order* form and the necessary ladders and tools will be provided.

Gratuities

Brede Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede supervisor. Employees of Brede are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Brede employees.

In General

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Brede management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of Brede Exposition Services.

Labor Guidelines: Hawaii

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Brede EXPOSITION SERVICES

AANEM 62nd Annual Meeting

Hawaii Convention Center
Honolulu, HI
October 29-31, 2015

Order Form

Submit this form if you would like to order labor from Brede. Labor is available for installation and dismantling of exhibits, and for shrink wrapping and banding of materials.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: October 12, 2015

Option A: Brede Supervised

- Option for installation to occur prior to exhibitor's arrival.
- Reduce at-show expenses and time spent.
- Labor under Brede supervision is straight time when possible.

☐ Check for Brede Supervised Labor

- Brede Supervision costs **30%** of total labor bill.
- There is a **$50.00** minimum charge for supervision per installation and dismantle.

Installation

Shipped:
☐ Warehouse
☐ Show site

Shipment :
☐ Crates
☐ Boxes
☐ Carpet/Pad

Carpet:
☐ From Brede
☐ Shipped
☐ None

Blueprints/Instructions:
☐ Attached
☐ with Display-Crate # _____

Electrical under carpet:
☐ Yes ☐ No

Location: _____

Delivery Date: _____

Special Equipment Required: _____

Dismantle

An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

Please provide the following information:

Ship to: _____
Attn: _____
Address: _____
City, ST, Zip: _____

Official show carrier: ☐ Ground ☐ Air
Other carrier*: _____

**Show site Bill of Lading prevails.*

Show Site Contact: _____

Phone #: _____

Option B: Exhibitor Supervised

- All work is performed under direction of the exhibitor.
- Exhibitor must meet labor at Brede Service Desk at scheduled time.

☐ Check for Exhibitor Supervised Labor

Labor Rates

Straight Time *Monday-Friday 8:00a.m.-4:30p.m.*	$80.25	*per person per hour*
Overtime *Monday-Friday 4:30 p.m.- 8:00 a.m. All day Saturday, Sunday, and observed union holidays*	$115.50	*per person per hour*

- **One hour minimum** per laborer. Labor is then charged in 1/2 hour increments per laborer.
- *Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.
- Add Brede Supervision column only if using Option A.
- Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

Estimate Costs

	Date Time	# Laborers Requested		Est. Hrs. per laborer		Total Hrs.		Rate* per person per hour		Subtotal		Brede Supervision (Subtotal X .30)		Estimated Cost
Installation	_____		X		=		X		=	$	+	$	=	$
Dismantle	_____		X		=		X		=	$	+	$	=	$

Important Notes

- A 30% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Subtotal $ _____

4.712% HI Tax $ _____

Est Labor Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.6513*

Labor

Brede EXPOSITION SERVICES

AANEM 62nd Annual Meeting

Hawaii Convention Center
Honolulu, HI
October 29-31, 2015

Order Form

Submit this form if you wish to rent forklift labor from Brede Exposition Services..
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: October 12, 2015

This service is available to assist you with your setup, unskidding, and/or spotting of machinery once it has been delivered to your booth. You do not need to order forklifts to unload your truck or deliver your freight to your booth from the loading dock.

Please call your Brede Customer Service Representative for a quote if you require a forklift for over 5,000 lbs. capacity, a cage, or a crane.

Forklift Rates

	Up to 5,000 lbs. capacity forklift & operator per hour	*Helper* per person per hour
Straight Time *Monday-Friday 8:00a.m.-4:30p.m.*	$155.25	$80.25
Overtime *Monday-Friday 4:30 p.m.- 8:00 a.m. All day Saturday, Sunday, and observed union holidays*	$190.50	$115.50

- **One hour minimum** per laborer.
- Labor is then charged in 1/2 hour increments per laborer.

Order Details

Describe work to be done:

- ☐ Spotting of Equipment
- ☐ Installation/Dismantle of Header
- ☐ Other _____

Please specify other equipment:

- ☐ Straps
- ☐ Chains
- ☐ Fork Extensions

Four (4) Stage Forklift Required: ☐ Yes ☐ No

Contact responsible for move-in: _____ ***Phone #:*** _____

Estimate Costs

	Date Time	*Heaviest Piece* (lbs.)	*# of Forklifts* up to 5,000 lbs. (w/Operator)		*Est. Hrs.* per Forklift		*Rate* per hour		*Estimated Cost*
Installation	_____ _____			X		X	$	=	$
Dismantle	_____ _____			X		X	$	=	$

Important Notes

- 30% surcharge will be assessed to all Late/Floor orders.
- One hour will be charged on orders cancelled without 48 hour notice.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Subtotal $ _____

4.712% HI Tax $ _____

Est Forklift Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.6513*

Forklift

Brede EXPOSITION SERVICES

AANEM 62nd Annual Meeting

Hawaii Convention Center
Honolulu, HI
October 29-31, 2015

Order Form

Submit this form if you will wish to order Brede's cleaning service for your booth in order to maintain booth cleanliness post set-up and throughout the show.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: October 12, 2015

Cleaning Options

Select	Service	Days		Booth Size (100 sq. ft. minimum)		Advance (per sq. ft.)	Standard (per sq. ft.)		Subtotal
☐	Vacuum once prior to show opening. *Includes emptying of waste baskets*	1	X		X	$0.70	$0.90	$	
☐	Vacuum once prior to show opening and daily thereafter. *Includes emptying of waste baskets*	2	X		X	$0.57	$0.74	$	

If special cleaning services are required, please call the Brede Customer Service Department.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____

4.712% HI Tax $ _____

Cleaning Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.6513*

Booth Cleaning

Brede EXPOSITION SERVICES

AANEM 62nd Annual Meeting

Hawaii Convention Center
Honolulu, HI
October 29-31, 2015

Order Form

Submit this form if the exhibiting company intends to use a contractor other than Brede Exposition Services. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and Brede Exposition Services must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.

Contractor Requirements

Non-official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.
- Non-official contractors must **submit proof of adequate insurance**, in the form of an original policy rider, listing Brede as an additional insured, furnished by their broker to Brede's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site.

Non-official installation and dismantle contractors may provide supervision. Non-official contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

Contractor Information

NON-OFFICIAL CONTRACTOR: _____

ADDRESS: _____

_____

_____

PHONE#: _____ **FAX#:** _____

EMAIL ADDRESS: _____ **CELL#:** _____

CONTACT IN BOOTH: _____

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.6513*

Non-Official I&D Contractor

Brede EXPOSITION SERVICES

AANEM 62nd Annual Meeting

Hawaii Convention Center
Honolulu, HI
October 29-31, 2015

Order Form

Submit this form if you wish to order signage from Brede.
Enter the Graphics Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: October 12, 2015

Standard Sizes

Standard signs are digitally produced with color copy, mounted on white foam board, and include up to 10 words.

Qty	Size	Advance	Standard	Subtotal
_____	11" X 14"	$ 84.00	$ 109.25	$ _____
_____	14" X 22"	$ 110.00	$ 143.00	$ _____
_____	22" X 28"	$ 122.00	$ 158.50	$ _____
_____	28" X 44"	$ 178.50	$ 232.00	$ _____

Indicate sign copy & layout here

**File conversion, retouching, cloning or color correcting may incur additional labor charges.*

Custom Sizes

Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

Length		Width	=	Square footage	X	Advance	Standard	=	Subtotal
	X		=		X	$21.00 *per sq. ft.*	$27.50 *per sq. ft.*	= $	

Ten (10) sq. ft. minimum order

☐ Foamcore ☐ Masonite ☐ PVC ☐ Plexi ☐ Gatorfoam ☐ Other _____

Select one

☐ Vertical
☐ Horizontal

Special instructions

_____
_____
_____

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____

4.712% HI Tax $ _____

Signs Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.6513*

Graphics

Brede EXPOSITION SERVICES

AANEM 62nd Annual Meeting

Hawaii Convention Center
Honolulu, HI
October 29-31, 2015

Information Form

Please be sure to inform your show site representative of the following fire regulations to ensure the safety of all parties throughout the duration of the show.

Booth Construction

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

Permits

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily-seen locations and may be required to be posted with designating signs.

Flame Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, therefore their use is prohibited .

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.

Fire Regulations

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

HAWAI'I CONVENTION CENTER
Where Business and Aloha Meet

PLANT RENTAL

EXHIBITOR ORDER FORM

E-mail form to:
Landscaping Supervisor
Plants@hccaeg.com

NAME OF EVENT		INSTALL DATE / REMOVAL DATE
EXHIBITING FIRM	BILLING CONTACT	ROOM / BOOTH NUMBER(S)

ADDRESS	CITY	STATE	ZIP
ON SITE SHOW CONTACT	TELEPHONE NO.	FAX NO.	
Delivery Date: Time:	Pick Up Date: Time:		

PAYMENT BY CASH, MONEY ORDER, COMPANY CHECK OR CREDIT CARD IN U.S. DOLLARS MUST ACCOMPANY THIS ORDER.

☐Cash ☐ Money Order ☐ Company Check MAKE CHECK PAYABLE TO: HAWAI`I CONVENTION CENTER / SMG

☐CREDIT CARD & TYPE: ___ VISA ___ MC ___ AMEX ___ DINERS ___ JCB

CREDIT CARD NO.	EXP. DATE

PLEASE PRINT NAME	AUTHORIZED SIGNATURE	DATE

FIRST SCHEDULED MOVE-IN DAY. A REPLACEMENT FEE OF $50.00 WILL BE CHARGED FOR ANY PLANTS THAT ARE MISSING OR DAMAGED. PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

We have other plants available in limited quantities. For more information, please contact our Landscaping Supervisor at:
(808) 943-3036 or
(808) 479-1761.

4 - 6' ARECCA PALM

QUANTITY	ADVANCE ORDER	STANDARD ORDER	AMOUNT
	$15.00 / Event	$25.00 / Event	$

PLANT RENTAL INCLUDES DAILY WATERING AS NECESSARY (DEPENDING ON THE LENGTH OF THE RENTAL)
Please call our Landscaping Supervisor at (808) 943-3036 or (808) 479-1761 for questions/changes.

PLEASE INCLUDE YOUR FLOOR PLAN FOR PLANT LOCATION

American Association of Neuromuscular & Electrodiagnostic Medicine
October 28 - 30, 2015
Hawaii Convention Center | Honolulu, Hawaii
Advance Price Deadline Date: October 12, 2015

Electrical

◆ 825 Ilaniwai Street ◆ Honolulu, HI 96813 ◆ 808-836-1191 ◆ Fax: 808-834-1046

Rates quoted for electrical connections are for our bringing one connection to the rear of your booth in the most convenient manner.

- Rates do not include connecting or special wiring. Electrical labor will be charged on a time and material basis for all outlets over 20 amps or 208 volt.
- For 24-Hour service, double the appropriate published rates. Non 24-hour power will be turned off 30 minutes after close of show.

All booths are checked during the show to determine actual users of power. Exhibitors found using power where no service was ordered are subject to 1-1/2 times the published regular rate. Attco, Inc. is not responsible for voltage fluctuation or power failure due to temporary conditions.

Equipment Outlet—120 volt

QTY	Description	Advance	Regular	Total
_____	10 Amps/1000 watts	$ 320.00	$ 416.00	
_____	15 Amps/1500 watts	375.00	490.00	
_____	20 Amps/2000 watts	428.00	550.00	
_____	30 Amps/3000 watts	498.00	650.00	

Equipment Outlet—208 volt, Single Phase

QTY	Description	Advance	Regular	Total
_____	10 Amps	$333.00	$ 433.00	
_____	20 Amps	436.00	567.00	
_____	30 Amps	532.00	691.00	
_____	40 Amps	806.00	1,048.00	

Accessories

_____	150 watt floodlight with 8' stand, labor and outlet	170.00	222.00	
_____	Medium Duty Extension Cord(	23.00	30.00	
_____	Multi-Outlet Plug Strip	24.00	31.00	

Equipment Outlet— 208 volt, 3 Phase

_____	10 Amps	373.00	485.00	
_____	20 Amps	537.00	698.00	
_____	30 Amps	598.00	778.00	
_____	60 Amps	960.00	1248.00	
_____	100 Amps	1276.00	1659.00	

Electrical Labor

Indicate service requested by filling check box:

- ❑ Attco Supervised (OK TO Proceed) Distribute power under carpet per exhibitor provided floorplan. A 25% surcharge will be added to electrical labor order.
- ❑ Exhibitor Supervised (Do Not Proceed). Check-in with service desk required.

		ADVANCE PRICE	REGULAR PRICE	
Straight Time—	8:00am to 4:30pm Monday through Friday ……..$	105.00	137.00	Per Person/Per Hour
Overtime—	4:30pm to 8:00am Monday through Friday, all day Saturday, Sunday and Holidays $	157.50	205.50	Per Person/Per Hour

Date	Start Time	No. of People		Hrs. per Person		Total Hours		Hourly Rate		
_____	_____	_____	x	_____	=	_____	@	_____	=	
_____	_____	_____	x	_____	=	_____	@	_____	=	
_____	_____	_____	x	_____	=	_____	@	_____	=	
_____	_____	_____	x	_____	=	_____	@	_____	=	

- **20% surcharge will be added for electrical labor ordered at show site.**
- There is minimum charge of one (1) hour per worker. Invoice will be based on actual hours worked rounded to the next highest half (1/2) hour.
- Electrical labor must be ordered for all under-carpet distribution, overhead distribution, motor and equipment hook-ups requiring hard wiring connections.

If you need assistance in completing your order, please call and ask for an Electrical Service Representative.

Additional Surcharge or 24 hour service _____

4.712% Hawaii State Excise Tax _____

Estimated Total _____

EXHIBITOR NAME _____ **BOOTH #** _____

MAILING ADDRESS _____ **CITY/STATE/ZIP** _____

ORDERED BY (Print Name) _____ **SIGNATURE** _____

TELEPHONE _____ **FAX** _____ **E-MAIL** _____

In accepting this order, it is understood that in case of fires, strikes, accidents, transportation contingencies, or any other cause whatsoever beyond our control, Attco, Inc. will be released from any legal obligation of performance. This order is accepted subject to these conditions. Signator agrees to pay a finance charge of 1-1/2% per month (18% per annum) which will be added to any balance due not paid with thirty (30) days of invoice date.

American Association of Neuromuscular & Electrodiagnostic Medicine
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Hawaii Convention Center | Honolulu, Hawaii
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Electrical Plan

◆ 825 Ilaniwai Street ◆ Honolulu, HI 96813 ◆ 808-836-1191 ◆ Fax: 808-834-1046

Attco, Inc. is not responsible for voltage fluctuation or power failure due to temporary conditions.

ELECTRICALSERVICE

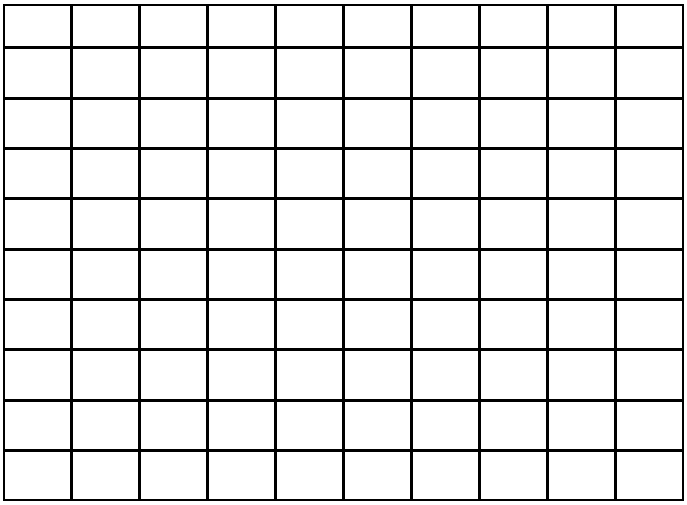
- ***Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths:*** Your pre-ordered Electrical Outlet will be installed at the rear of your booth, at the drape line.
- ***Island Booths:*** You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a Labor and Material basis. For facilities with power originating in the floor, your Electrical Outlet will be placed at one location at our discretion. All other distribution will be done on a Time and Material basis. If you fail to provide us with a floorplan, we will bringyour power to one location at our discretion.

ELECTRICAL LOCATION

- To ensure that your outlets and lighting are properly placed, a Booth Floorplan must be submitted with your Electrical Rental Order Form. If you do not have a plan, please use the grid on this page and submit it with your electrical order.
- To use this grid:
  - Use bold lines to indicate the outline of your booth.
  - Indicate the scale of the grid (e.g. 1 square = 2 feet) or indicate the dimensions of your booth
  - Mark the adjacent booth numbers or aisle numbers. This will help us orient your service correctly.
  - Mark outlet locations, expressed in amps and voltage in each location.
  - Mark main power location.
- Please send this sheet with your prepaid Electrical Rental Order Form

Booth or Aisle Number: _____

Booth or Aisle Number: _____



Booth or Aisle Number: _____

Booth or Aisle Number: _____

EXHIBITOR NAME _____ **BOOTH #** _____

MAILING ADDRESS _____ **CITY/STATE/ZIP** _____

ORDERED BY (Print Name) _____ **SIGNATURE** _____

TELEPHONE _____ **FAX** _____ **E-MAIL** _____

In accepting this order, it is understood that in case of fires, strikes, accidents, transportation contingencies, or any other cause whatsoever beyond our control, Attco, Inc. will be released from any legal obligation of performance. This order is accepted subject to these conditions. Signator agrees to pay a finance charge of 1-1/2% per month (18% per annum) which will be added to any balance due not paid with thirty (30) days of invoice date.

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Monitors

◆ 825 Ilaniwai Street ◆ Honolulu, HI 96813 ◆ 808-836-1191 ◆ Fax: 808-834-1046

DISPLAY Monitors		QTY	ADVANCE SHOW RATE	Total
32” Display 1280X1024 + Video Capable*			325.00	
42-46" Display 1024x768 + Video Capable*			400.00	
50" Display 1365x768 + Video Capable*			520.00	
60" Display 1365x768 + Video Capable*			780.00	
80” Plasma Display + Video Capable*			1,000.00-Call	
Cable. Select check box.: ❑ HDMI, ❑ VGA, ❑ DVI.			25.00	

*Table stand included. Optional HDTV compatibility

Accessories				
Floor Stand			100.00	
Speakers			70.00	
DVD Player			65.00	
Laptop Computer—Wi-fi, DVD-ROM & CD-R/RW, Microsoft Office 2003 (excludes Access), Windows XP, 40GB Hard Drive, 1 GB RAM, 1.66 GHz Processor			225.00	
Quick Set Up—Our friendly and knowledgeable technicians are highly trained and more than willing to help. For a simple flat fee, we can set-up all of your equipment and test it out so that you can present with confidence. Media required 10 days prior to delivery.			175.00	
Wall Mount			Call	

* In Most Cases Equipment Requires Installation At An Additional Charge.

- All computer and audio visual orders are required to order electrical via separate electrical order form.
- The equipment is the responsibility of exhibitor from delivery until it is picked up after show closing.
- ***If you have a specific request or need additional equipment, please call.***

Equipment total	
DELIVERY/PICKUP(per hour)	150.00
4.712% Hawaii State Excise Tax	
Estimated Total	

Delivery Date:_____ **Time:** _____ **Pick-up Date:** _____

EXHIBITOR NAME _____ **BOOTH #** _____

MAILING ADDRESS _____ **CITY/STATE/ZIP** _____

ORDERED BY (Print Name) _____ **SIGNATURE** _____

TELEPHONE _____ **FAX** _____ **E-MAIL** _____

In accepting this order, it is understood that in case of fires, strikes, accidents, transportation contingencies, or any other cause whatsoever beyond our control, Attco, Inc. will be released from any legal obligation of performance. This order is accepted subject to these conditions. Signator agrees to pay a finance charge of 1-1/2% per month (18% per annum) which will be added to any balance due not paid with thirty (30) days of invoice date.

American Association of Neuromuscular & Electrodiagnostic Medicine
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ORDER RECAP

◆ 825 Ilaniwai Street ◆ Honolulu, HI 96813 ◆ 808-836-1191 ◆ Fax: 808-834-1046

ATTCO, INC. requires 100% of amount owed, including applicable tax, be paid in advance. Services are rendered with payment made in full. Payments are to be made in U. S. funds by company or personal check, travelers' checks, Wire Transfer, VISA, MasterCard, American Express, Diners or Discover. Payment for all labor and on site services ordered by the exhibitor, his display house, or other third parties, is the responsibility of the exhibitor. ***Your showsite representatives should be made aware of this policy and have means of payment or service may be denied.***

To qualify for Advance Order Rates the appropriate order forms and full payment must be received by the published deadline date printed on the forms. Rates increase after the Deadline Date. Show name and booth number should be noted on all advance payments so that they will be properly credited.
Mail, email or fax your orders to the address shown above with payments made payable to Attco, Inc.

SERVICES & EQUIPMENT ORDER RECAP

Electrical, Lighting, Electrician Labor ..... _____

Audio Visual Equipment..... _____

Miscellaneous/Other ..... _____

SUBTOTAL _____

4.712% Hawaii State Excise Tax _____

TOTAL _____

WIRE TRANSFER INFORMATION:
Request ACCOUNT & ROUTING NUMBER via Email to: information@attcoinc.com
Please reference name of show and booth number so we properly credit your account.
Note: Customers are responsible for any bank processing fees.

A credit card authorization (corporate or personal) is required as a guarantee against additional services. Payment of any balances may be made by check upon presentation of statement while at the show. Any outstanding balance as of move out will, for your convenience, be charged to your credit card account. By filling out this form, any orders placed at showsite by your company representatives, will be charged against this credit card. Direct Billing is not available. Cancelled Orders: A full refund will be made on orders cancelled in writing at least ten (10) working days prior to show move-in. Cancellations received with less notice but prior to the actual installation will be refunded (or credited) 50% of the original order. Cancellations received AFTER ordered equipment has been delivered to the booth will receive no credit or refund. **ANY CHANGES TO THE ABOVE TERMS MUST BE AGREED UPON IN WRITING BY ATTCO**.

Credit Cardholder Name: _____ Signature: _____

Cardholders Billing Address: _____ City/State/Zip: _____

❑ American Express ❑ MasterCard ❑ Visa ❑ Discover ❑ Diners

For your safety and security, we require that you enter your card's Security Identification Number.

																						Account Number:

EXHIBITOR NAME _____ **BOOTH #** _____

MAILING ADDRESS _____ **CITY/STATE/ZIP** _____

ORDERED BY (Print Name) _____ **SIGNATURE** _____

TELEPHONE _____ **FAX** _____ **E-MAIL** _____

In accepting this order, it is understood that in case of fires, strikes, accidents, transportation contingencies, or any other cause whatsoever beyond our control, Attco, Inc. will be released from any legal obligation of performance. This order is accepted subject to these conditions. Signator agrees to pay a finance charge of 1-1/2% per month (18% per annum) which will be added to any balance due not paid with thirty (30) days of invoice date.

PACIFIC DIRECTCONNECT

High Speed Internet Services

Order Form

Mail or Fax to:
Pacific DirectConnect
1050 Bishop Street, #519
Honolulu, Hawaii 96813
Fax: (808) 548-0055

EVENT NAME		EVENT DATES	
EXHIBITING FIRM			BOOTH NUMBER(S)
ADDRESS	CITY		STATE ZIP
BILLING CONTACT	PHONE	EMAIL	
MAIN CONTACT ON-SITE	MOBILE PHONE	EMAIL	

PAYMENT BY CASH, MONEY ORDER, COMPANY CHECK, OR CREDIT CARD IN U.S. DOLLARS MUST ACCOMPANY THIS ORDER.

CREDIT CARD PAYMENT IS SUBJECT TO A 5% PROCESSING FEE

☐ CASH ☐ MONEY ORDER ☐ COMPANY CHECK payable to Pacific DirectConnect

☐ CREDIT CARD type: ___ VISA ___ Mastercard ___ AMEX ___ JCB

CARD NO. | | | | | | | | | | | | | | | | EXP. DATE | | | | |

PLEASE PRINT NAME	AUTHORIZED SIGNATURE	DATE

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS FOR SERVICES PROVIDED

ADVANCE ORDERS MUST BE RECEIVED WITH FULL PAYMENT OR CREDIT CARD AUTHORIZATION 15 DAYS PRIOR TO FIRST SCHEDULED MOVE-IN DAY.

		ADVANCE Order	FLOOR Order	ONE DAY ONLY Order	AMOUNT
Wired - BASIC (Private IP, DHCP)					
___ ea	CAT 5 line, RJ45 Ethernet Connection in Booth	$795.00	$995.00	$495.00	$ -
	▪ Shared Ethernet/NAT Service, Includes (1) Private IP Address (Hub and Patch cable not included)				
	▪ Servers/DHCP not allowed. Each additional device requires an additional IP address.				
Wired - PLUS (Public IP, DHCP)					
___ ea	CAT 5 line, RJ45 Ethernet Connection in Booth	$945.00	$1,045.00	$645.00	$ -
	▪ Shared Ethernet/NAT Service, Includes (1) Public IP Address (Hub and Patch cable not included)				
	▪ Servers/DHCP not allowed. Each additional device requires an additional IP address.				
Wired - PREMIUM (Private or Public IPs, DHCP or Static)					
___ ea	CAT 5 line, RJ45 Ethernet Connection in Booth	$4,995.00	$5,595.00	$2,995.00	$ -
	▪ DEDICATED 1.54Mbps Connection (T1), Includes (30) IP Address block				
	▪ Servers/DHCP not allowed. Each device requires an IP address.				
Wired - Options					
___ ea	Additional IP Address	$125.00	$125.00	$125.00	$ -
___ ea	Patch Cable Rental 25'	$25.00	$25.00	$25.00	$ -
___ ea	8 port 10/100 Hub Rental	$100.00	$100.00	$100.00	$ -
___ ea	Labor Rate for Data Services (per hour)	$60.00	$60.00	$60.00	$ -
Wireless (Private IP, 802.11 WiFi 5Ghz Only)					
___ ea	Exhibitor Wireless - 5 Day Duration - Per User	$250.00	$275.00	$150.00	$ -
	▪ Shared Ethernet, Includes (1) IP Address, Limited to designated areas only.				
Custom / Other					
___	_____				$ -
___	_____				$ -

***Wireless Networking available

***Attendee Wireless Services - Provision 802.11 wireless shared access to attendees/guests. Purchased by Event Planner. Service is limited to designated areas only. Pricing on case by case basis.

TOTAL DUE $ -

PLEASE SUBMIT DETAILED FLOOR PLAN SHOWING DROP LOCATION IN BOOTH

Data Services Hotline - (808) 548-0033 (SD414)
dataservices@pdchawaii.com

HAWAI'I CONVENTION CENTER

AEG

Revised: 01/2014

AANEM Annual Meeting 2015
October 28-31, 2015
Hawaii Convention Center
Honolulu, Hawaii

Official Contractor AV & Computers

Questions? Call 808.670.3657 or 808.833.8033 or email: hhoddick@psav.com

Submit your order via fax: 808.839.6240

CUSTOMER INFORMATION

Booth Name: _____ Booth Number: _____

Company: _____ On-site Contact: _____

Address: _____ On-site Cell: _____

City: _____ State & Zip: _____

Deliver/Setup:

Ordered By: _____ Fax: _____ Requested Delivery Date: _____

Phone: _____ Email: _____ **Select One:** 8am-10am ☐ 10am-12noon ☐ 1pm-3pm ☐

ALL PRICING IS FOR THE LENGTH OF SHOW — Please call for items not listed on form.

		Qty		On or Before 10/18/15	On or After 10/19/15	Total
LCD Monitors	**Please Select One**		**20%**	**Discount Rate**	**Standard Rate**	
24" LCD Video and Data Monitor (16:9)	☐ *Wall Mount ☐ Tabletop		$	320.00	$ 400.00	
32" LED Video and Data Monitor (16:9)	☐ *Wall Mount ☐ Tabletop		$	550.00	$ 690.00	
40" LED Video and Data Monitor (16:9)	☐ *Wall Mount ☐ Tabletop		$	760.00	$ 950.00	
46" LCD Video and Data Monitor (16:9)	☐ *Wall Mount ☐ Tabletop		$	1,010.00	$ 1,260.00	
55" LED Video and Data Monitor (16:9)	☐ *Wall Mount ☐ Tabletop		$	1,240.00	$ 1,550.00	
Chrome Floor Stand (For PSAV 32" or larger monitors only)	☐ Shelf ☐ No Shelf		$	230.00	$ 290.00	
Specialty Equipment	**Please Select One**					
42" LCD Dual-Touch Touchscreen Monitor (16:9)	☐ *Wall Mount ☐ Tabletop		$	1,105.00	$ 1,380.00	
46" Seamless LCD Video Wall Displays Available				***Please Call for Quote***		
70" or Larger LCD/LED Video Monitors Available				***Please Call for Quote***		
Single-Touch and Multi-Touch Touchscreens Available				***Please Call for Quote***		

IMPORTANT INFORMATION

Please let us know what source(s) will be used with the monitor(s) selected above, if providing your own:

PC Laptop(Qty) _____ ***(please select output below)*** **iPad or Mac(Qty)** _____ ***(please select output below)***

☐ **HDMI** ☐ **VGA** ☐ **Display Port** ☐ **Mini Display Port** ☐ **30pin** ☐ **Lightning** ☐ **Mini Display Port** ☐ **Thunderbolt**

DVD Playback Device_____;(*please select output below*) **Multiple sources** _____; **Other** (please specify)_____

☐ **HDMI** ☐ **VGA** ☐ **Component** ☐ **Composite**

Multi-Purpose Computers - Windows (17" LCD Monitor, Wired Mouse and Keyboard included with Desktop Computer)				
Desktop - i7 Quad Core 860, 2.80 GHz, Win7, 4G RAM, 1TB HD, DVD-RW, MS Office 2010	$ 505.00	$ 630.00		
Laptop - Intel i7 Quad Core, 2.8Ghz, Win7, 4GB RAM, 440GB HD, DVD-RW,MS Office 2010	$ 450.00	$ 540.00		
Computers - Macintosh				
MAC Mini Dual Core, 2.5Ghz, Mac OSX Lion, 4GB RAM, 500GB HD, DVD-RW *(Monitor not included)*	$ 400.00	$ 500.00		
21.5" iMAC Dual Core, 2.5GHz, Mac OSX Lion, 4G RAM, 500GB HD, DVD-RW, Built-in 21.5" Monitor	$ 465.00	$ 580.00		
Computer Accessories & Printers				
HP LaserJet 4000 Series Black & White Printer (25 PPM, Mac, PC, Network)	$ 230.00	$ 290.00		
Keyboard and Mouse - Wired	$ 30.00	$ 35.00		
Keyboard and Mouse - Wireless	$ 55.00	$ 70.00		
Computer Speakers w/ Subwoofer	$ 40.00	$ 50.00		
Miscellaneous				
Blu-Ray DVD Player (Plays both standard DVD and Blu-Ray DVD)	$ 160.00	$ 200.00		
Distribution Amplifier (**DA**) (1x4) (***If needed Please Select One***) ☐ **VGA** ☐ **DVI** ☐ **HDMI**	$ 60.00	$ 75.00		

PSAV reserves the right to modify this form at any time. **Page Total**

Rev 5/14

Continue next page

AANEM Annual Meeting 2015
October 28-31, 2015
Hawaii Convention Center
Honolulu, Hawaii

Official Contractor AV & Computers

SHOW ID# Handoff

Company: _____ Booth #: _____

Audio	Please Select One	QTY	20% Discount Rate	Standard Rate	Total Page One
Wired Microphone	☐ Handheld ☐ Lav		$ 70.00	$ 90.00	
UHF Wireless Microphone	☐ Handheld ☐ Lav		$ 280.00	$ 350.00	
UHF Wireless Microphone - **Headset**			$ 280.00	$ 350.00	
Individual Self Powered Speaker with stand *(up to 10 people)*			$ 85.00	$ 105.00	
Small Exhibit Sound System with (2) speakers and (2) stands *(up to 50 people)*			$ 200.00	$ 250.00	
Large Exhibit Sound System with (2) speakers, (2) stands and 4ch mixer *(up to 100 people)*			$ 245.00	$ 305.00	
Custom Exhibit Sound Package			***Please Call for Quote***		
Audio Distribution Amplifier (1x4)			$ 60.00	$ 75.00	
4 Channel Audio Mixer			$ 70.00	$ 90.00	

Additional Equipment - ***Please call Exhibit Services at 800.966.4498 for specialty equipment and services not listed.***

Terms & Conditions

- Please allow 72 hours to confirm your order. If you do not receive a confirmation from PSAV, your order has not been received.
- Your card WILL be charged at the completion of the show.
- PSAV will **NOT** deliver equipment to an unattended room. An authorized representative must sign for all equipment.
- Delivery & Pickup labor charges include drayage, delivery, setup, on-site service and pickup. **($200.00 flat rate charge)**
- Cities with UNION regulations are subject to local prevailing labor rates, which can affect the labor charges.
- Sales taxes are estimated and are due on all equipment and labor where applicable.
- The prevailing sales tax rate at the time the customer's credit card is charged will be applied.

IMPORTANT: ***PSAV Cancellation Policy - All cancellations must be submitted in writing.***

Cancellations received by PSAV on or after: **10/23/2015** are subject to a charge of 50% of the order total. Cancellations received less than 72 hours prior to the day of scheduled delivery (including no shows) are subject to the full amount of the order.

**** Wall Mounting Or Floor Stand Mounts***

Honolulu Rates	ST Hours (1.0X)	$85.00	Monday - Friday 8am to 5pm
	OT Hours (1.5X)	$127.50	Monday - Friday 5pm to 12am; Saturday after 8 hours
	DT hours (2.0X)	$170.00	Monday - Saturday 12am to 8am; all day Sunday; after 14 hours

Additional 2 hours of labor per monitor will be added to your order based upon local labor rates and parameters. If PSAV is required to mount a monitor above 5' from the floor, additional labor will be applied. Call for quote. PSAV is **NOT** responsible for attaching the hardware to the structure. Please ensure the hardware is attached to the structure **PRIOR** to installation.

Tax Exempt Status If you are exempt from payment of sales tax, we require an exemption certificate for the state in which the event is held. Events held in Chicago also require the Personal Property Lease/Rental Transaction Tax - 7550 form.

Damage Waiver If you would like a copy of the waiver, please contact us. By completing this section and by signing this form, you agree to **PSAV's Equipment Loss and Damage Acknowledgment**.

LABOR NOTICE: In venues where union participation is mandatory, delivery and pickup times are not guaranteed.

Equipment Rental Total	
Delivery & Pickup Labor **($200 Flat Rate Charge)**	
Wall or Floor Mounting Monitor(s) add **$170.00** **PER** monitor	
Damage Waiver **12%** of Rental Total **Yes** ☐ **No** ☐	
4.712% Sales Tax Rental Total, Labor & Waiver	
Grand Total	

CREDIT CARD INFORMATION circle one VISA MasterCard AMEX DISCOVER Diners Club International

Name on Card: _____ Company: _____

Card Number: _____ Billing Address: _____

Expiration Date: _____ City: _____

State/Zip: _____

Card Holder Signature: _____ Phone Number: _____

Mail order with Payment to: PSAV ***Paying by Check?*** ☐ Please allow PSAV to confirm total PRIOR to SENDING check.

Hawaii Branch Staging-Oahu Office -2826 Ualena St., Honolulu, HI 96819 Tel: 808.670.3657 or 808.833.8033 Fax: 808.839.6240

Wire Transfer: Call for instructions *International orders can take up to one week to receive, please plan accordingly.*

HAWAI'I CONVENTION CENTER
Where Business and Aloha Meet

TELECOMMUNICATION / CABLE TV SERVICE ORDER

EXHIBITOR ORDER FORM

Fax or Email to:
HCC IT Department
Fax: (808) 943-3599
Email:
lokumura@aeg.com

NAME OF EVENT		INSTALL DATE	REMOVAL DATE
EXHIBITING FIRM	BILLING CONTACT	ROOM / BOOTH NUMBER(S)	
ADDRESS	CITY	STATE	ZIP
ON SITE SHOW CONTACT	TELEPHONE NO.	FAX NO.	

PAYMENT BY CASH, MONEY ORDER, COMPANY CHECK OR CREDIT CARD IN U.S. DOLLARS MUST ACCOMPANY THIS ORDER.
Those paying by CASH, MONEY ORDER or COMPANY CHECK must maintain telephone usage balances under $50 or be subject to fee collection upon move out.

☐Cash ☐ Money Order ☐ Company Check MAKE CHECK PAYABLE TO: HAWAI`I CONVENTION CENTER / AEG

☐CREDIT CARD & TYPE ___ VISA ___ MC ___ DINERS ___ JCB ___ AMEX

CREDIT CARD NO.	EXP. DATE

PLEASE PRINT NAME	AUTHORIZED SIGNATURE	DATE

ADVANCE SERVICE ORDERS MUST BE RECEIVED WITH FULL PAYMENT OR CREDIT CARD AUTHORIZATION NO LATER THAN 15 DAYS PRIOR TO FIRST SCHEDULED MOVE-IN DAY. PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS FOR SERVICES PROVIDED.
RATES COVER SERVICE TO MOST CONVENIENT LOCATIONS AS DETERMINED BY HCC

		ADVANCE Order	STANDARD Order	AMOUNT
LINE ONLY: (FAX, MODEM, CREDIT CARD)				
☐ ea.	**UNRESTRICTED LINE *** All access calls	$250.00	$300.00	
☐ ea.	**RESTRICTED LINE *** Local Calls and Toll-Free access only	$275.00	$325.00	
PHONE SETS:				
☐ ea.	**SINGLE-LINE hand-set** One phone number per hand-set	$45.00	$55.00	
☐ ea.	**MULTI-LINE hand-set** Multiple phone numbers per hand-set	$140.00	$150.00	
SPECIAL SERVICES & EQUIPMENT:				
☐ ea.	Voice Mail per line	$50.00	$60.00	
☐ ea.	Speakerphone	$175.00	$200.00	
☐ ea.	Speakerphone - Multiple Mics	$225.00	$275.00	
☐ ea.	Basic Cable TV Service	$500.00	$995.00	
☐ ea.	Premium Cable TV Service	**Call for Rates**		
			TOTAL DUE	

**Prices include a $50 non-refundable minimum usage fee. All rates are subject to change without notice.*

PLEASE INCLUDE YOUR FLOOR PLAN FOR LINE LOCATION

Telecommunications Hotline: (808) 943-3534

TERMS AND CONDITIONS - EXHIBITOR ORDERS

The Hawaii Convention Center/AEG is the exclusive provider of telecommunication services within its facilities. This includes all exhibit halls. meeting rooms. exterior areas and temporary structures. All requirements for telecommunication and labor to install, connect, repair of equipment or distribute lines are to be completed by HCC/AEG personnel.

A. SERVICE ORDER REQUEST AND PAYMENT

1. This service order form must be received with full payment or credit card authorization no less than fifteen (15) days prior to first scheduled move-in day. All other orders will be processed on a first-come, first-serve basis, subject to availability at short notice rates.
2. Checks should be made payable to: Hawaii Convention Center / AEG.
3. Refund will not be considered unless filed in writing by the exhibitor **PRIOR** to the beginning of the exposition. Please allow thirty (30) days for processing.
4. A $20.00 Service Charge will be made for each returned check.
5. A minimum of $75.00 will be charged to move an installed line.
6. A $125.00 charge will be made for lost or damaged telephone instruments.
7. A $10.00 charge will be made for lost or damaged connector cords.
8. Line cancellation charges are $50.00 before installation of a line and $100.00 after installation of a line.
9. After event begins, there will be no cancellation of phone lines.

USAGE CHARGES
Local: No Charge
Toll-Free Line Access: $1.00 per access

Area calling	Rate per minute:	Area calling	Rate per minute:
Interisland	**$0.45**	**Australia**	**$0.95**
Continental U.S.	**$0.55**	**Canada**	**$0.75**
		China	**$3.50**
International Region 1	**$1.75**	**Japan**	**$1.75**
International Region 2	**$2.50**	**Mexico**	**$1.25**
International Region 3	**$3.75**	**South America**	**$1.25**
International Region 4	**$4.25**	**South Pacific**	**$2.75**

B. EQUIPMENT PROCEDURES:

1. All HCC/AEG provided material remains HCC/AEG property and must be removed only by HCC/AEG.
2. Exhibitors renting phone instruments can pick them up at the Telecommunication Service Desk.
3. Exhibitors will be responsible for the protection of any equipment rented from HCC/AEG and for returning the equipment to the Service Desk at the end of each event.
4. Rental equipment provided by HCC/AEG will remain the property of HCC/AEG.
5. Only HCC/AEG personnel are authorized to modify system wiring or cabling within the Hawaii Convention Center.
6. All equipment must comply with FCC regulations.
7. Long distance service is provided by Wavecom.

C. REQUIREMENTS:

1. This signed order form authorizes the Hawaii Convention Center/AEG to:
   a. Provide services to and handle negotiations for the installation of telecommunication services and equipment. Included are rearrangements and/or disconnection of service and equipment.
   b. Make applicable credit card charges against credit card provided.

THE HAWAII CONVENTION CENTER IS A NON-SMOKING FACILITY.

RIGGING ORDER FORM

Hawaii Stage & Lighting Rentals, Inc.
822 Mapunapuna Street
Honolulu, Hawaii 96819
Phone 808-831-0333 • Fax 808-831-0342 • e-mail histglit@aloha.net

Name of Event / Show		Payment Information Company Name		
Booth Exhibitors Name		**Address**		
Booth Number	**Show Dates**	**City**	**State**	**Zip**
Load In Date and Time	**Load Out Date and Time**	**Contact**	**Office Phone**	**Office Fax**
On Site Contact	**Mobile Phone**	**Mobile Phone**	**E-Mail**	**Date Submitted**

PAYMENT BY CASH, MONEYORDER, COMPANY CHECK OR CREDIT CARD IS U.S. DOLLARS MUST ACCOMPANY THIS ORDER
MAKE CHECKS PAYABLE TO: HAWAII STAGE & LIGHTING RENTALS, INC.

☐ **Cash** ☐ **Money Order** ☐ **Company Check** ☐ **Credit Card & Type** ☐ **VISA** ☐ **MC** ☐ **AMEX**

Credit Card Number	Expiration Date	Please Print Name	Authorized Signature

Description	Price
Rigging plans must be submitted 21 days before load in for approval. Plan approval is based on 65.00 per hour with a minimum of 4 hours. If approval study is longer than 4 hours and/or drafting (CAD) is required, rate is 65.00 per hour for time after the 4 hour minimum	$260.00
Rigging plans submitted less than 21 days before load in will be charged at 100.00 per hour (minimum of 400.00)	**$400.00**
Minimum of 2 riggers required, 1 Head or high and 1 assistant or low rigger Head or high rigger (rate per hour minimum 4 hours)	$75.00 per hour
Rigging assistant or low rigger (rate per hour minimum 4 hours)	$70.00 per hour
Point charge for existing locations, non-existing locations, from truss or other structures	$75.00

Beam height in Kamehameha Exhibition Hall at the Hawaii Convention Center is approximately 33' from the floor, highest trim height is 29'. Please forward any printed (PDF Files) information of the exhibit material to be rigged, includng weight and booth layout. We will provide you with the Exhibition Hall or Ballroom with rigging points in VectorWorks or DWG format at your request. After receiving your information we will send a proposal for your acceptence.

LABOR RULES

All Riggers working off the floor shall work with no less than one additional Rigger.
Meal breaks between 3 and 6 hours
Minimum call is a 4 hour Minimum, 2 hour call back after break (lunch, dinner, etc)
Minimum 4 hour call back if break is longer than 3 hours
First 8 hours (except Holidays) is at straight time (ST)
Overtime (OT) after 8 hours is 1.5 x Rate
Saturdays and Sundays are OT at 1.5 x Rate
Double time (DT) for all work 12 Midnight to 8am
Turnaround time is 8 hours. If less than 8 hours, crew remains on prevailing rate until given 8 hours off.
Holidays are Double Time (DT)
New Years Eve (starts @ 6:00 pm on 12/31), New Years Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day.

Effective date 1/1/2010 Revised Layout 7/1/2011

HAWAI'I CONVENTION CENTER
Where Business and Aloha Meet

APPROVED SECURITY PROVIDERS

If you will be hiring security for your event, you will be required to use one of the following approved providers. A security plan must be submitted to the Center's Security Manager for review and approval at least thirty (30) days prior to your event.

SECURITAS SECURITY SERVICES, USA, INC.*
888 N. Nimitz Hwy, Suite 105, Honolulu HI 96817

Contact 1:	Wallace Kelley	Contact 2:	Clint Kirgan
Phone:	(808) 539-5011	Phone:	(808) 543-1734
Cell:	(808) 372-4760	Cell:	(808) 630-6707
Fax:	(808) 539-5058	Fax:	(808) 526-3218
Email:	wallace.kelley@securitasinc.com	Email:	Clint.Kirgan@securitasinc.com

Securitas is the exclusive provider for public/gated events at HCC

G4S SECURE SOLUTIONS (USA) - *Formerly known as Wackenhut*
3375 Koapaka St., Ste. D105, Honolulu, HI 96819

Contact 1:	Lee Burgwinkel	Contact 2:	Lori Ortiz
Phone:	(808) 839-1185	Phone:	(808) 839-1185
Cell:	(808) 478-1912	Cell:	(808) 398-8704
Fax:	(808) 839-1824	Fax:	(808) 839-1824
Email:	lee.burgwinkel@usa.g4s.com	Email:	lori.ortiz@usa.g4s.com

PHOENIX SECURITY
2733 E. Mānoa Road, Honolulu, HI 96822

Contact:	Louis Siracusa, Jr.
Phone:	(808) 988-7077 (24-hour)
Toll Free:	1-877-688-7077 (24-hour)
Fax:	(808) 988-1010
Email:	louis@phoenix-hawaii.com

JAN-GUARD HAWAII, INC.
524 Kalihi Street, Honolulu, HI 96819

Contact 1:	Rodney Bambino	Contact 2:	Frank Commendor
Phone:	(808) 585-7346	Phone:	(808) 585-7346
Cell:	(510) 954-1118	Cell:	(808) 217-2215
Fax:	(808) 585-6957	Fax:	(808) 585-6957
Email:	rbambino@janguardhawaii.com	Email:	fcommendor@janguardhawaii.com

HAWAI'I CONVENTION CENTER
Where Business and Aloha Meet

APPROVED SECURITY PROVIDERS
(Continued)

PRIVATE SECURITY, INC.
P.O. Box 25626, Honolulu, HI. 96825

Contact 1:	Brad Long	Contact 2 :	Charles Long
Phone:	(808) 371-6498	Phone:	(808) 479-8216
Cell:	(808) 371-6498	Cell:	(808) 479-8216
Fax:	(808) 395-2292	Fax:	(808) 395-2292
Email:	brad@privatesecurityinc.com	Email:	charles@privatesecurityinc.com

GUARDSMARK LLC
900 Fort Street Mall Suite 1650, Honolulu, HI 96734

Contact 1:	Myron Fuller	Contact 2 :	Joe Tillotson Jr.
Phone:	(808) 523-5423	Phone:	(808) 523-5423
Cell:	(808) 489-0147	Cell:	(808) 221-4773
Fax:	(808) 523-5421	Fax:	(808) 523-5421
Email:	FullerMyron@guardsmark.com mrfuller171@msn.com	Email:	TillotsonJoe@guardsmark.com

HAWAI'I CONVENTION CENTER
Where Business and Aloha Meet

PLUMBING REQUEST

EXHIBITOR ORDER FORM

Fax or E-mail to:
Engineering Manager
Fax: (808) 943-3538
Email: Plumbing@hccaeg.com

EVENT NAME	INSTALL DATE	REMOVAL DATE
COMPANY	BOOTH NUMBER	
ADDRESS	ONSITE SHOW CONTACT	
PHONE / FAX		CELL PHONE

PAYMENT BY CASH, MONEY ORDER, COMPANY CHECK OR CREDIT CARD IN U.S. DOLLARS MUST ACCOMPANY THIS ORDER.

☐ Cash ☐ Money Order ☐ Company Check MAKE CHECK PAYABLE TO: HAWAI`I CONVENTION CENTER / SMG

☐ CREDIT CARD & TYPE: ___ VISA ___ MC ___ AMEX ___ DINERS ___ JCB

CREDIT CARD NO.	EXP. DATE
PLEASE PRINT NAME / AUTHORIZED SIGNATURE	DATE

ADVANCE ORDERS MUST BE RECEIVED WITH FULL PAYMENT OR CREDIT CARD AUTHORIZATION NO LATER THAN 15 DAYS PRIOR TO FIRST SCHEDULED MOVE-IN DAY. PLEASE SEE REVERSE SIDE FOR TERMS & CONDITIONS.

NOTE: WATER AND COMPRESSED AIR SERVICES ARE LIMITED TO EXHIBIT HALLS ONLY.

❶ ORDER:	Description	Quantity	Advance	Standard	Amount	Install Date/Time
COMPRESSED AIR	Single Outlet (Check Size) ☐ 1/4" ☐ 3/8" ☐ 1/2" ☐ 3/4"		$425.00	$600.00		
(20-100 lbs. PSI) Fill In: _____ CFM	Addl. Branch Outlet(s) - Each (Check Size) ☐ 1/4" ☐ 3/8" ☐ 1/2" ☐ 3/4"		$135.00	$185.00		
WATER	Single Outlet (Check Size) ☐ 1/4" ☐ 3/8" ☐ 1/2" ☐ 3/4"		$390.00	$540.00		
(40 PSI) Fill In: _____ CFM	Additional Branch Outlet(s) – Each (Check Size) ☐ 1/4" ☐ 3/8" ☐ 1/2" ☐ 3/4"		$135.00	$185.00		
	Tank Fill and Drain 20 to 500 gal.		$175.00	$205.00		
	Each Additional 500 gal.		$ 60.00	$70.00		
DRAIN	Single Outlet (Check Size) ☐ 1/2" ☐ 3/4" ☐ 1 "		$425.00	$600.00		
	Additional Drain Connection(s) - Each		$170.00	$225.00		
RENTALS	Hot Water Heater (6 gal.) (Elec. service included)		$145.00	$190.00		
	Sink with Cold Water and Drain		$650.00	$795.00		
	Sink with Hot Water Heater (6 gal.) and Drain		$720.00	$875.00		
OTHER	Specialty Gas (Non-flammable)		**Call For Quotes**			
				TOTAL:		

❷ **LABOR:** Normal installation hours provided daily from 8:00AM – 5:00PM. Orders requiring installation before 8:00AM or after 5:00PM are subject to additional labor charges. Additional labor required for onsite changes or additions will be provided at a rate of $75.00 per hour. Labor is calculated in 1 hour increments. Minimum charge is 1 hour. Orders requiring 24 hour service, please add 25% per outlet.

___ ***Check here if this order requires special conditions, materials or if you will require 24 hour service.***

❸ **LOCATION:** Include sketch below showing location of service inside booth. Floor plan required.

Front of booth

PLUMBING ORDER FORM INFORMATION

Conditions for processing Plumbing order forms are:

1. **Prices subject to change without notice.** Order form & payment must be received fifteen (15) days prior to the first scheduled move-in day to qualify for Advanced Rates.
2. Booth Number(s) must be identified on face of form.
3. Desired location of plumbing service in booth must be designated.
4. If third party billing is required, service contract must include company name c/o display house name. Display house address and contact name must be indicated on service contract. Payment policy will apply.
5. Credit will not be given for connections ordered or installed and not used. Services cancelled prior to installation will be subject to cancellation fees.
6. Unpaid balances are subject to past due penalties.

EXHIBITOR NOTES

1. HCC plumbing labor is available for other plumbing work and repairs on a time and material basis. See labor rates on front of form.
2. If you need plumbing service and your booth is not in one of the exhibit halls please call HCC first. Plumbing services outside of those areas is extremely limited.
3. HCC can provide specialty bottled gas. This will include supply, delivery, storage and hook-up to equipment. Call first for price quotation. Order and payment must be received 30 days prior to show opening.
4. If your equipment has strict tolerances for water or air temperature, pressure or cleanliness, then you must consider bringing your own regulating devices and filters. HCC's utility operating ranges are not as precise as a specialized facility.
5. Compressed air and water for booths is normally turned on one hour before show opening and off at show close.
6. If you have any questions regarding plumbing services, call (808) 943-3524.

NOTE: Water and compressed air services are limited to the Exhibit Halls only.

IMPORTANT BUILDING REGULATIONS

1. Only HCC plumbers shall make service connections. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house personnel".
2. All plumbing material and equipment furnished by HCC for this service shall remain HCC property and shall be removed by the HCC at the close of the show.
3. Permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
4. All equipment using water must have inlet and outlet properly tagged.
5. Unless otherwise directed, HCC personnel are authorized to cut floor coverings to permit installation of service.
6. Service outlet size will be determined by the volume required.
7. **Gratuities are not permitted.**

Fax or E-mail form to:

Engineering Manager

Fax: (808) 943-3538

Email: Plumbing@hccaeg.com

welcome

SmartSource Rentals Lead Retrieval >

Welcome to SmartSource Rentals, the largest Event Technology Provider in the US. For more than 30 years, SmartSource Rentals has delivered state-of-the-art equipment rentals and services to trade show, professional conference, and general technology markets. With 21 locations nationwide, coupled with our multi-million dollar inventory and highly-skilled staff, SmartSource Rentals delivers winning solutions everytime!

SmartSource®
COMPUTER & AUDIO VISUAL RENTALS

Easily capture and qualify all your leads with ease.

Lead Management from SmartSource Rentals

iLeads Lead Retrieval App & Devices

A native app built specifically for Android and Apple devices. SmartSource offers this software as a stand-alone option for use with your own device or as part of an iPad® (Version 6.0 or higher) or iPod touch® rental.

Swiftium Lead Retrieval Device

Wireless, handheld (Android) scanner.

Both Solutions

Leads can be accessed anytime from our secure website with a unique username/password assigned to you upon pickup/delivery of the device(s).

- Uploads lead detail in real-time (as you're scanning)
- Reads 2D and 1D barcodes
- Comes pre-loaded with standard qualifiers
- Features a free-hand notes section
- Has an easy-to-use interface (point & scan)
- Allows for data to be easily imported into Salesforce.com, Goldmine, Outlook, & more

Optional Accessories

iPad® Strap Available only with iPad.

Secures iPad in one hand. Full 360 degree rotation capability.

Bluetooth Printer Available only with the Swiftium Device.

Bluetooth printer that connects wirelessly to your lead retrieval scanner. It can be automatically set to print after each scan, or you can manually print individual leads or in bulk at any time. Rental includes one paper roll.

Additional Paper Rolls

Printer rental includes one paper roll.

Instant Email Blast Available only with the Swiftium Device.

Automatically sends a pre-written email and 1 pdf attachment (optional) to every person you scan (based on the email address in the bar code).

Custom Qualifiers

Qualify leads with specific questions based on your individual company or industry needs.

Developer's Kit

Designed for clients using their own lead retrieval equipment, the Developers Kit includes a badge sample, the field layout and the delimiter information, allowing you to set up your own system.

Why Custom Qualifiers?

A huge benefit of electronic lead management is the ability to 'qualify' your leads. Not everyone at a trade show is necessarily a prospect, so a qualified lead is a much more valuable piece of information than a lead with no qualification. Get your team focused on lead quality instead of lead quantity, and you're already halfway home! Every lead captured should have a qualifier or note to ensure you remember the interaction when you follow-up after the show. This is critical insight into a potential customer's needs, allowing for more effective communication post-show.

Many systems contain a limited number of fixed (standard) qualifiers, such as 'Hot Lead', 'Send Literature', etc. Most systems also allow you to create your own (Custom) qualifiers. Make sure you take advantage of this valuable tool. Your qualifiers should answer some of these important questions:

- Who is the attendee?
- Why did they attend the show and/or visit your booth?
- Why is your product of interest to them? How will it address their needs?
- What differentiates your products from similar exhibitors?
- Where do they stand in the decision making process and/or when do they plan to purchase?

Some other important considerations:

- What specific product(s) were they interested in? (With all the interactions you'll have, you won't remember this after the show)
- What feature or benefit of that product specifically meets their needs?
- What, if anything, about them makes them a particularly good prospect?

Capture, Collect and Qualify Leads with Ease.

SmartSource®
COMPUTER & AUDIO VISUAL RENTALS

Total Technology Rental Solutions | www.SmartSourceRentals.com | 21 Locations Nationwide | 800.955.5171

SmartSource®
COMPUTER & AUDIO VISUAL RENTALS

Click Here to Order Online

265 Oser Avenue | Hauppauge, NY 11788
p. (800) 955-5171 | f. (917) 591-8021
e. Leads@SmartSourceRentals.com

Discount Price Deadline Date: Thursday, Oct. 15th, 2015
Orders Accepted Until: **Thursday, Oct. 22nd, 2015**

Lead Retrieval Order Information

Company Name: _____ Booth Number_____

Address: _____ City: _____ State: _____ Zip Code: _____

Ordered By: _____ Date: _____ Phone: _____ Email: _____

Onsite Contact: _____ Cell: _____ Email: _____

Send Data Access Username and Password to:

Name: _____ Phone: _____ Email: _____

Email confirmation including rental agreement and credit card receipt will be sent to the orderer's email address within (1) one business day of submitting this form.
If order is not confirmed within this time period, please call (800) 955-5171.

Save 15%

	15% Discount Available until 10/15/15	Qty	Total
SWIFTIUM BUNDLED PACKAGE (Android/Handheld) Includes: (1) Swiftium Handheld Unit, Custom Qualifiers, Instant Email Blast, (1) Bluetooth Printer, Delivery, Setup, and Loss/Damage Waiver Coverage *(Does not include Service & Handling.)*	$589	_____	$_____

LEAD CAPTURE A LA CARTE PRODUCTS & ACCESSORIES

	Discount Available until 10/15/15	Orders Accepted Until 10/22/15	Qty	Total
iLeads Lead Retrieval Software (For those using their own hardware.)	$250	$300	_____	$_____
iPod touch® w/ iLeads Software	$325	$375	_____	$_____
iPad® w/ iLeads Software	$350	$400	_____	$_____
Swiftium Lead Capture Device (Android/Handheld)	$349	$395	_____	$_____
Bluetooth Printer (For use with Swiftium only.)	$59	$79	_____	$_____
Additional Rolls of Printer Paper	$9	$19	_____	$_____
Instant Email Blast(For use with Swiftium only.)	$95	Not Available	_____	$_____
iPad® Strap (For use with iPad® only.)	$20	$25	_____	$_____
Custom Qualifiers/Questions	$95	Not Available	_____	$_____
SmartSource Developer's Kit (For those using their own Lead Retrieval system.)	$295	$395	_____	$_____
Booth Delivery & Setup (A representative must be present in your booth for delivery to take place.)	$29	$39	☐	$_____

Service Desk Pickup
Unless "Booth Delivery & Setup" is selected, all equipment must be picked up from the SmartSource Service Desk within (2) two hours of the show floor opening. Upon close of show, all devices and supporting equipment must be returned to the SmartSource Service Desk within (1) one hour.

No refunds made to any order cancelled within 7 days of show start. Prices are subject to change without notice. Drayage and union fees are not included. All rentals include 24/7 service and support at 800.476.9959.

If delivery is ordered, you must be present at the date/time specified or we cannot guarantee delivery. Forfeited deliveries will not be refunded and must be picked up from the service desk.

Delivery Date/Time: _____
2 hour window required.

Subtotal: $_____

Service & Handling: $ 29.00

Tax%: $_____ N/A

Total: $_____

☐ Unless you check the box to the left, a 10.5% Loss/Damage Waiver fee will be added to your a la carte order. This waiver protects you from costs associated with damaged and lost equipment. If you decline this damage waiver, you are required to keep all of our property insured against theft, fire and other risks.

Credit Card Payment Information

Card Number: _____

Expiration Date: _____ Code: _____

Cardholder Name: _____

☐ Same as above.

Address: _____

City: _____ State: _____ Zip Code: _____

Cardholder Signature: _____

Cardholder acknowledges and agrees to the Terms and Conditions available upon request and authorizes this credit card to be used as payment for this rental/ onsite additions.

Show Name: AANEM | Show Venue: Hawaii Convention Center | Show Code: AANE1015

SmartSource®
COMPUTER & AUDIO VISUAL RENTALS

265 Oser Avenue | Hauppauge, NY 11788
p. (800) 955-5171 | f. (917) 591-8021
e. Leads@SmartSourceRentals.com

Deadline Date: Thursday, Oct. 15th, 2015

Custom Qualifiers/Question Order Information

Company Name: _____ Number of Devices Ordered: _____ Booth Number: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Ordered By: _____ Date: _____ Phone: _____ Email: _____

Onsite Contact: _____ Cell: _____ Email: _____

Custom Qualifiers/Question Order Instruction and Detail

Please list your custom qualifiers below. Your list of custom qualifiers will be pre-programmed onto your scanner prior to pickup/delivery of your device(s) at the show.

The Following Characters May Not Be Entered As Part Of The Qualifiers:
Apostrophes (‘), Slashes (/), Backslashes (\), Dots (.), Carrots (^), and Quotes (“)

Maximum of 30 characters per code.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

The following is a list of the standard qualifiers that are included with your Lead Retrieval Device.

- Specific Product/Service Need
- Plan to Purchase Within Year
- Long Term Plan to Purchase
- Budget in Place
- Decision Maker
- Project Manager
- Influences Decision
- Provide Product/Service Info
- Follow-up Email/Phone
- Setup Post-show Conference Call
- Setup Post-show Web Demo
- Setup Post-show Meeting

Show Name: AANEM | Show Venue: Hawaii Convention Center | Show Code:AANE1015

265 Oser Avenue | Hauppauge, NY 11788
p. (800) 955-5171 | f. (917) 591-8021
e. Leads@SmartSourceRentals.com

Deadline Date: Thursday, Oct. 15th, 2015

Instant Email Blast Order Information

Company Name: _____ Number of Devices Ordered: _____ Booth Number: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Ordered By: _____ Date: _____ Phone: _____ Email: _____

Onsite Contact: _____ Cell: _____ Email: _____

Instant Email Blast Order Instruction and Detail

SmartSource Rentals' lead retrieval systems offer the ability to generate customized emails. These emails are automatically sent to attendees upon scanning a barcoded badge containing a valid email address.

Please complete the information below. Maximum of 560 characters per email.

Email Address of Sender: _____
Ex. Noreply@smartsourcerentals.com

Subject Line of Email: _____
Maximum of 25 characters, including spaces.

Would you like to include a 1-page PDF document with this email?

☐ No

☐ Yes If yes, name of PDF document: _____
Please email this PDF document along with this form.

Email Message: *Maximum of 560 characters, including spaces.*

Show Name: AANEM | Show Venue:Hawaii Convention Center | Show Code: AANE1015

Hawai'i Convention Center
EXHIBITOR SHOW STOPPERS

Enhancers that'll get them talking to you and about you, long after the show!

KONA COFFEE & CAPPUCCINO CART

- Start someone's day, the only way!
- Coffee, Espresso, Americano, Cappuccino, Latte & Mocha's
- Per orders of 250 servings includes machine, attendant and appropriate condiments
- Single phase, 20A/110V circuit(s) required

250 SERVINGS	1100.00
500 SERVINGS	1800.00
Each additional order of 250 servings is 700.00	

ISLAND STYLE SMOOTHIES

- Trust us, you'll get them looking for you, then talking to you
- Strawberry, Banana, Coconut, Kona Coffee, Mango, Pineapple, Oreo Mania, & Chocolate
- Selection of 1-2 flavors per day
- Per orders of 225 8oz servings include blender(s), attendant(s), and appropriate condiments
- Single phase, 20A/110V circuit(s) required

225 SERVINGS	975.00
450 SERVINGS	1950.00
Each additional order of 225 servings is 975.00	

SHAVED ICE ENT-ICE-R

- An island touch on a cool visual refresher
- Banana, Blue Vanilla, Fruit Punch, Pineapple or (POG) Passion-Orange-Guava
- Selection of 1-2 flavors per day
- Per orders of 250 8oz servings include machine(s) and attendant(s), appropriate condiments & local toppings of Li-Hing Mui powder or condensed milk.
- Single phase, 20A/110V circuit(s) required

200 SERVINGS	850.00
400 SERVINGS	1600.00
Each additional order of 250 servings is 750.00	

HAWAI'I CONVENTION CENTER
Where Business and Aloha Meet

Prices are subject to 22% service charge and 4.712% tax.
Prices and service charge are subject to change without prior notice.

SEAL-THE-DEAL PREMIUM ICE CREAMS

- Use the best to attract the best with Haagen-Daaz, Dove or local Tropilicious products
- Selection of 1-2 brands per day
- Minimum order of 240 pieces include freezer rental, attendant and napkins
- Single phase, 20A/110V circuit(s) required

240 SERVINGS	900.00
360 SERVINGS	1250.00
Each additional order of 120 servings is 350.00	

GRAB–N–CHAT ICE CREAM NOVELTIES

- Can't go wrong with it. Who can resist it?
- Upon availability includes assorted sticks, sandwiches and fruit bars
- Orders include freezer rental, attendant and napkins
- Single phase, 20A/110V circuit(s) required

240 SERVINGS	700.00
360 SERVINGS	975.00
Each additional order of 120 servings is 275.00	

MEET-N-GREET GOURMET MOCHI ICE CREAM INDIVIDUALS

- A totally different twist to East meets West. Curiosity alone brings them in.
- Chocolate Coconut w/Chocolate Mochi, Chocolate Espresso w/Chocolate Mochi, Green Tea w/ Green Mochi, Mango w/Pastel Orange Mochi, Li-Hing Mango w/Pastel Orange Mochi, Passion Fruit Ice Cream w/ Pastel Orange Mochi, Guava w/ Pink Mochi and Lychee w/ White Mochi
- Selection of 1-2 flavors per day
- Per orders of 300 include freezer rental, attendant and appropriate service ware
- Single phase, 20A/110V circuit(s) required

300 SERVINGS	585.00
400 SERVINGS	735.00
Each additional order of 100 servings is 150.00	

TROPICAL FRUIT TASTING CART

- Island fruit favorites displayed with exotic varieties are quite the conversation piece.
- We'll provide the widest selection the season permits
- Per orders of 200 servings includes attendant(s) and appropriate service ware

200 Servings	1200.00
400 Servings	2200.00
Each additional order of 200 servings is 1050.00	

A POPCORN PARTY

- What can we say? The smell alone keeps em' coming!
- Table Top Popcorn Machine included
- Includes pre-measured buttered popcorn kernels, seasoning, popcorn bag and attendant(s)
- Also includes furikake, an island conversation topper as a condiment
- Single phase, 20A/110V circuit(s) required

200 SERVINGS	750.00
400 SERVINGS	1250.00
Each additional order of 200 servings is 500.00	

FUN IN THE SUN SOFT PRETZELS

- Plain and Simple!
- Jumbo salted and plain selection w/ pc mustard packets for those on the go
- Per orders of 100, includes warmer(s), attendant and appropriate service ware
- Single phase, 20A/110V circuit(s) required

200 SERVINGS	625.00
300 SERVINGS	875.00
Each additional order of 100 servings is $250.00	

FRESH BAKED COOKIES TO GO

- The aroma is sensational and it's a sweet way to thank them for stopping by
- Chocolate Chip, Oatmeal Raisin, White Chocolate Macadamia Nut, Peanut Butter and Sugar Cookie
- Selection of 1 flavor per day
- Minimum order of 240, includes table top oven, attendant and appropriate service ware
- 17-20 minutes cooking time per 45 cookies
- Single phase, 20A/110V circuit(s) required

240 SERVINGS	525.00
360 SERVINGS	725.00
Each additional order of 120 servings is $200.00	

TEA COOKIE PLEASANTRY 288.00

- Per orders of 12 dozen

BIG ISLAND COOKIE BASKET 300.00

- Shortbread cookies dipped in milk chocolate
- Per orders of 200 include basket and individually wrapped gourmet cookies

WHOLE FRUITS IN A BASKET 63.00

- Per orders of 36 seasonally available whole fruits

MINIATURE SWEETS TO MEET & GREET

- Upon availability, per orders of 150 pieces, includes basket(s) of Hershey's miniatures, Hershey's Kisses, or available substitutes.

150 PIECES	75.00
300 PIECES	125.00

Each additional order of 150 pieces is $75.00

SHOW IT UP WITH – SUSHI

- An enticing new idea to market your product to your VIP's.
- Per orders of 200 pieces include Maki, Inari and/or Nigiri styles of sushi
- Service includes wasabi, pickled ginger, attendant and appropriate service condiments for up to a maximum of two hours to ensure freshness.

California Roll and Inari Sushi	350.00

Each additional order of 200 pieces is $300.00

California Roll, Inari, Ebi, Tamago and 'Ahi Nigiri	625.00

Each additional order of 200 pieces is $600.00

SPARKLING PUNCH* 475.00

- Per 5-gallon order includes bartender, service ware and seasonal garnish

MAI TAI PUNCH* 425.00

- Per 5-gallon order includes bartender, service ware and seasonal garnish

SEASONAL SANGRIA* 425.00

- Per 5-gallon order includes bartender, service ware and seasonal garnish

KEG BEER – Domestic* 775.00

- Budweiser or Bud Light includes bartender and service ware

KEG BEER – Micro Brew* 850.00

- Kona Longboard Island Lager includes bartender and service ware

NON-ALCOHOLIC TROPICAL FRUIT PUNCH 240.00

- Per 5-gallon order includes attendant, service ware and seasonal garnish
- Additional 5-gallon orders at $43.00 per gallon.

KONA COFFEE BY THE GALLON 61.00

- By the Gallon, complete with service condiments

KONA COFFEE WORKS 280.00

- Per 5 gallon orders, complete with service condiments

ISLAND BOTTLED WATER (500ML) 156.00

- Minimum of 48 bottles delivered in a mobile ice cambro with service condiments.
- Additional per case of 24 bottles is $78.00

SOFT DRINKS 360.00

- Minimum of 120 beverages delivered in a mobile cambro or soda bin with service condiments
- Upon availability includes Coke, Diet Coke, Diet Sprite, Diet Dr. Pepper and Aloha Maid Juices.
- Additional per case orders of 24 is $72.00

ICE BY THE POUND

- 160 lbs total 90.00
- 80lbs total 50.00
- per lb 1.00

STAFFING RENTAL Minimum 4 hours required

- Booth services which include attendants are based on a 4 hour service time. Should you require additional time or would like to add an attendant to service, the following labor rates will apply.

- CHEF 45.00/hr
- BOOTH ATTENDANT 40.00/hr
- BOOTH RUNNER 40.00/hr
- BARTENDER 45.00/hr
- DISHWASHER 30.00/hr

*Service of alcoholic beverages is subject to approval by show management.

2015 62nd AANEM Annual Meeting
Exhibitor Booth Services Order Form

To place your order, please complete the information below and fax to 808-943-3019

Levy Restaurants holds the exclusive rights to all food and beverage within the Hawaii Convention Center. No one is allowed to bring food or beverage into the facility without the express written approval of Levy Restaurants. For additional information, please contact:

Helene Feagaimaalii, Catering Sales Manager
E-Mail: Hfeagaimaalii@levyrestaurants.com Tel: 808-943-3597

Important Information:

- PAYMENT: 100% prepayment is required to confirm your order
- ORDER DEADLINE: To insure prompt delivery & product availability, orders must be placed 30 days prior to the first day of your exhibit opening – **Deadline: Tuesday, September 29, 2015**
- POWER, ETC.: The Customer is required to pay for any electrical outlets that may be needed to support their food and beverage service and any items ordered through the decorator (i.e. pipe and drape, tables).
- MINIMUM ORDER FEE: A $25.00 fee will apply to all deliveries and/or orders less than $200.00.
- SERVICE CHARGE: All food and beverage purchases will be subject to a 22% service charge, except labor or rental fees.

Show Name: _____ **Exhibitor:** Self OR 3rd Party name_____

Your Name:_____ **Phone:** _____

Company Name: _____ **Address:** _____

City: _____ **State:** _____ **Zip:** _____ **Booth # / Location:** _____

On-Site Representative: _____ **On Site Rep Contact Phone:** _____

Food and Beverage Order

Delivery Date	Delivery Time(s)	Quantity	Description	Unit Price	Extended Price
				Subtotal	
				22% Service	
				4.712% State Tax	
				Total Due	

Personnel / Equipment Order

Date	Start / End Time (if applicable)	Quantity	Description	Unit Price	Extended Price
				Total (service chg not applicable)	